



Minutes

ANU Library Staff Consultative Committee

MEETING NO.	Meeting number. 04/2023
DATE / TIME	Tuesday 10 th October, 2023, 2:00 - 3:30pm
VENUE	Graneek Room, JB Chifley Library and Zoom
CONTACT	Roxanne Missingham/Christian West

Contents

Part 1. Formal items: -----	2
1.1 Minutes from the previous meeting-----	2
1.2 Matters arising from the last meeting -----	2
1.3 Attendance and apologies -----	2
Part 2. Reports and policy matters -----	2
2.1 Report from the Chair (Christian) -----	2
2.2 Library and Work Health & Safety report (Christian) -----	3
2.3 Reports from work areas present (5 dot points, copy to Margaret asap please)---	3
Part 3. Other business-----	6
3.1 Any other business -----	6
3.2 Next meeting-----	6
6.1 New and ongoing action items -----	7

Part 1. Formal items:

1.1 Minutes from the previous meeting

[Previous Minutes](#)

Action required For information For discussion For decision

1.2 Matters arising from the last meeting

Meeting	Item	Status	Responsible officer/notes
1.	Put this in the Newsletter "Resource sharing team reached 10,000 completed requests before the Alma 1 year anniversary."	completed	Roxanne Missingham

1.3 Attendance and apologies

Action required For information For discussion For decision

Welcome to the members in attendance and new members.

Present: Tina Anderson, Menzies Library, Jerome O'Connor, Menzies Library, Tom Foley, Roxanne, Candida Spence, Academic Competencies & Digital Capabilities, Rebecca Shumway, Menzies Library, Kumudini Watawala, Digital Scholarship, Megan Baumhammer, Law Library, Sarah Sky, ANU Press, Joshua Bell, Hancock Library, Fiona Nelson Campbell, Australian Research Data Commons

Apologies: Carly Finley, University Records, Michelle Chudzinski, Library Communications, Christian West, Associate Director Library Services, Ivo Lovric NTEU

Part 2. Reports and policy matters

2.1 Report from the Chair (Roxanne)

- The SIS Symposium will be held tomorrow. Highlights include the academics panel with Cameron Roles, Dr Rosalie Aroni and Prof Ros Smith and presentations from areas within the division, together with a closing talk from Prof Sally Wheeler.
- Indigenous project – described outline of what is in scope and what is not in scope. Note 9 month project 2 days a week.
- College of Law assessment of future need to include meeting with those attending the examiners meeting, strategic collection input from Cameron Roles together with Prof Wayne Morgan and Prof Will Bateman and input from Law Students Society. Thanks to Cameron for his leadership of this project
- Business planning 2024 has commenced

Action required For information For discussion For decision

2.2 Library and Work Health & Safety report (Christian)

- WHS
 - End of Quarter 3 Reports – complete and on WHS webpage
 - Hail remediation – water ingest in a number of buildings last week. Law Library level 2 closed to students.
 - OSLO and HSR still in process.
 - Make sure electrical material is tested and tagged before anything brought on to campus not tested and tagged already before plugging it in.
- Menzies – carpet replacement for public area likely in December.
- Art & Music – mid-late December for some disruptions due to work.
- Library – end of Quarter 3 statistics being collected
- Fumigation will occur as usual during the Christmas shut down period.
- Symonston, some material moved, relocation of broader collections planning ongoing.
- Some significant resources acquired with flood insurance.

Action required For information For discussion For decision

2.2 Reports from work areas present

Josh Bell

- Hancock had its 1,000,000th visitor through the door since April 2018. He was a 4th year Engineering Student Rory Olssen who was given a \$30 Harry Hartog gift voucher and ANU merchandise. There was good social media engagement from this milestone as well positive feedback from CoS staff.
- The Circulation team worked with ITS to get two of our catalogue machines are back up and running.
- Cathy and Mel have been continuing to deliver a lot of research consults (over 100 this year), as well as a lot of SRFs for serial renewals.
- After heavy use the Joseph Needham Chinese collection of Mathematics and Physics was shelf-read and tidied. We worked with SIS Comms to create a social media post to promote this.

Candida:

- Staffing – new manager being appointed
- New version of Endnote being implemented with some improvements
- Funding from SAAF to develop academic integrity game

Bee

- Luciana is joining the CAD team
- Neiva's contract at Menzies finished, but she's been successful getting a role in Chifley
- Naqiya is back from the flood team, with several other staff (Jo, Christobel, Heather) going back to their substantive roles
- Serials Renewal Peak is ongoing

Sarah Sky

- Farewelled manager Ben Wilson and welcomed new manager Nathan Hollier
- Download statistics update – steady the last two months, slight drop since May
- Notable downloads: EAFQ 15(2) published this June – 30K+ downloads, almost as many as ‘Stalin’ book this year
- A number of successful book launches – Stan Grant special guest at recent launch of We Are all Here to Stay (2020).
- International shopping cart is up and running
- 29 books published this year, on track to publish another 15 titles by end of 2023—a great achievement after some turbulence in 2022 and 2023.

Rob Carruthers

- Meetings with CC re hail remediation
- Some firm dates coming on Menzies and Law
- DA Brown haven’t been in comms loop – building work is occurring – SIS Facilities following up with F&S

Kumadini Watawala

Digitisation

- AV digitisation project: Batch 1 is with vendor for scanning. AV project officer position ad has closed. Committee are shortlisting
- Digitisation projects underway: Aboriginal Records (Final two ledgers in processing and imaging), ABS Microfiche (First box of records is complete and 1000 of 2000 records has loaded with further records in queue waiting for loading, Metadata creation for next box in progress), ANU Publications (ongoing), CSR: Photos (Final batch will be started at the end of October), Parliamentary Papers (loaded), NARU Theses (in progress), Pari Photographs (in progress), Dunlop Rubber Company (complete)
- Over 26,000 digitised items loaded to the end of Q3.
- Planning for 2024/2025 projects is underway.

CartoGIS

- GIS401 (Intro to GIS Analysis for Research) started on 28th September.
- Planning for 2024 training and promotion schedule underway.

Open Research

- DSpace Upgrade is still underway. A training session for archives and digital scholarship staff happened on 25th September. Testing is underway to identify bugs and areas that need further configuration.
- Staff leave coming up in October/November will mean Kumudini is holding down the fort, so responses may take longer than normal.

Tina Anderson

Art and Music

- New staff member Monique Suna has started.
- Roof works are well under way, we will have some/all building closures in December.
- Looking at various collections projects e.g. moving serials to new Symonston storage facility.
- Fabulous new acquisitions coming in (Stenhouse fund).
- We are busy supporting A&M students toward end of year projects/exams.

Monographs – CAD

- Last 2 weeks staff have been on leave and/or moving to substantive positions, now that the Flood Team is finishing up. Naqiya is back in Monos and Luciana is now part of CAD.
- Taking on some flood invoice work.
- Updating DVD streaming links to new SharePoint platform.
- The acquisitions workflow from Katy has been received and we are now working together to finalise the cataloguing workflow.
- Yi in on leave in China for 1 month visiting for the 1st time since COVID.

Jerome O'Connor

- Hail remediation well under way in Menzies and the copper roof to be placed on both the upper and lower roofs in the coming weeks.
- Several storms has left Menzies with a number of leaks - fortunately nothing in the Rare Books Room has been affected.
- Reference collection is being reviewed for deselection and relocation as part of the carpet replacement project - collection managers are reviewing 10,000 items as a part of this project.
- Waiting on the duress button to be installed for the service desk in Menzies library.

Megan Baumhammer

- Welcome to Joshua Bell at Law
- Rain Impacted level 1. R Area now off limits to students. Retrievals carried out using torches.

Michelle Chudzinski

- A number of SIS pages are being changed through a Drupal update, including Privacy, FOI, and Academic Skills. Testing has been taking place over the past week, with the comms team liaising with relevant areas to ensure content has been migrated correctly. It is likely that a change freeze will occur in mid-November, and then the new pages will go live. This is a back-end change as well as a branding and style refresh, and all content will be the same.
- Once these pages go live, ITS will be updating the search bar on the Library homepage. The new improved search bar will be more visible and have a higher priority on the homepage – even in mobile view. It has been reviewed by a number of staff across the Library. This update better meets all the needs of our users and addresses the concerns we received from staff and students.
- The Comms team are working with Press and Open Research on an event to celebrate 100 million downloads of ANU open access resources. This event will be on 2 November, and is being attended by the VC. It is great to mark such an important milestone!

Action required For information For discussion For decision

Part 3. Other business

3.1 Any other business

Joshua Bell - noted work being undertaken by Digital Scholarship team for Research Services to capture copyright compliant digital copies of ANU publications (including, books, book chapters, journal articles for items that are not available electronically or if the author is unable to supply a copy of the item in electronic format)

Fiona Nelson Campbell - enquired about the University's new cleaning contract arrangements. Confirmation that Rob Carruthers's and Brian Kenady will attend the University wide meeting and provide updates to the next meeting

Action required For information For discussion For decision

3.2 Next meeting

Action required For information For discussion For decision

Tuesday 12th December 2023, 2:00 - 3:30pm



4.1 New and ongoing action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
3.1	Cleaning contract	Rob Carruthers	F&S have announced results of RFT	Information provided to SIS to be forwarded to staff as appropriate