



# Minutes

## Library Staff Consultative Committee

MEETING NO.	5/2022
DATE / TIME	11 October 2022 2pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham - Chair Jerome O'Connor Heather Jenks Michelle Chudzinski Candida Spence Kumudini Watawala Tina Anderson Rebeccah (Bee) Shumway Ivo Lovric – Union Representative Margaret Prescott - Secretariat
APOLOGIES	Rob Carruthers Peter Shaw Fiona Nelson Campbell Carly Finley
HSR	Jo Boyanton
OBSERVERS	Belinda Carriage

## Part 1. Attendance and Apologies

### 1.1 Membership

Chair welcomed committee and noted apologies.

### 1.2 Minutes from the previous meeting

No amendments request of the Minutes 9<sup>th</sup> August 2022

<b>Resolution</b>	That the minutes of the meeting of 9 <sup>th</sup> August 2022 be approved. Agreed
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<b>Action ID</b>	
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### 1.3 Action Items from previous meeting

Action ID	Description	Responsibility	Status	Notes

## Part 2. Reports and policy matters

### 2.1 Report from the Chair (Roxanne)

- Major work in the past 2 months on systems – Openresearch, Alma Primo, Rapido, Leganto, launch of Hiroshima exhibition
- **Symposium** – 26<sup>th</sup> October 2022 – Please register
- **Workforce/staffing:**
  - Associate Director Libraries position advertised (Heather is retiring)
  - New ANU Press Manager is Ben Wilson
  - Team Leader comms retiring will be advertised soon
- **Services:**
  - Art & Music Library joins 24x7 libraries - only Menzies isn't 24x7 now
  - Flutter of interest with the passing of the Queen as she opened the Menzies Library <https://anulib.anu.edu.au/news-events/news/passing-her-majesty-queen-elizabeth-ii>
  - Hiroshima exhibition opened in September <https://anulib.anu.edu.au/news-events/news/hiroshima-exhibition-menzies-library> - very moving speech from a survivor at the launch
  - Good interest in Read & publish licences (thanks Bob, Angus and team)
  - Alma, Primo and Rapido now live, Leganto in pilot
- **Other issues:**
  - Copyright – meeting of UA working group this week – UA Copyright Officers Network meeting Thursday – will send news to CAUL members Friday, ALACC & me lots of liaison going on to influence the dept/minister
  - Storage – major issue, working with Facilities on an interim 5 year solution (rental)
  - Hail damage – scaffolding going up at Chifley for the roof replacement, then Law then Menzies
  - Extensive work on matching services to graduate attributes particularly interdisciplinary capabilities.
- Clarification of the definitions of 'Casual' staff under the enterprise bargain agreement
  - 9. Continuing employment
    - Continuing employment means all employment other than fixed term, continuing (contingent funded), senior management appointments, casual employment or those employed on employment schemes under this Agreement. A continuing appointment is made for an indefinite period and may be full time or part time.
  - 10 Part time employment

- 10.1. Part time employment may be continuing, continuing (contingent funded) or fixed term.
- 10.2. A staff member employed part time is entitled to the same employment conditions, calculated on a pro rata basis, as an equivalent full time employee.
- 10.3. A part time professional staff member will either :
  - work a regular pattern of hours which totals less than the full time hours in a pay period; or
  - have a regular pattern of employment which, over a specified period is equivalent to an agreed number of part time hours in a pay period, for which the staff member will be paid accordingly; or involves agreed periods of attendance on full pay and periods of stand-down without pay.
- 15.3. A casual appointment is one where :
  - a. the employee is not appointed on an ongoing basis and is normally required to work an irregular pattern of hours on an intermittent or irregular basis
  - b. there is no expectation of continuity of employment
  - c. the appointment may be terminated in accordance with clause 53.8 (Notice periods).
- 15.4. Where practical, casual staff will be provided with reasonable access, commensurate with available resources, to University facilities to enable them to perform University work. These include access to the library, email and internet, a working space, and out-of-hours access to the office as appropriate.
- 15.5. The University is committed to assisting suitably qualified casual staff to obtain either part time or full time employment within the University where suitable vacancies arise.
- 15.7. All casual staff members will be paid a casual loading of 25% in lieu of all paid leave entitlements, including long service leave. This loading is incorporated into the casual sessional academic salary rates specified in Schedule 2.
- **Employment conditions for casual professional staff**
  - 15.11. A casual professional staff member may be appointed where the work involves an irregular pattern of hours or is on an intermittent or irregular basis.
  - 15.12. A casual professional staff member may be appointed where the work involves a regular pattern of hours or is on a regular basis where:
    - a. the appointment is to replace a continuing, continuing (contingent funded) or fixed term staff member who is absent from work, in which case the duration of the appointment must not exceed the period of such absence; or
    - b. the appointment is to fill a vacancy during a selection process; or
    - c. the duration of the appointment is for less than six months; or
    - d. the number of regular hours per fortnight is less than 14.
  - 15.14. A staff member who is a student (including a postgraduate student), and who is expected to attend the University on the day in question in their capacity as a student shall have a minimum engagement of one hour.
  - 15.15. Without limiting the scope of this clause, for the purpose of this clause a student will be taken as being expected to attend on any Monday to Friday during the main teaching weeks of the University, other than public holidays.
  - 15.16. In order to meet their personal circumstances, a casual staff member may request, and the supervisor may agree to an engagement for less than the minimum specified in clause 15.13.
- **Update on hail repairs - Chifley Library (October)**
  - <https://anulib.anu.edu.au/news-events/news/update-hail-repairs-chifley-library-october#>

- The 2020 hailstorm caused damage to a large number of buildings on the ANU campus, including ANU Library buildings. Work to repair the Chifley Library roof is currently taking place. Below is an update on works and what can be expected during this process.
- Week starting Monday 3 October
  - There were no major works on site due to the wet weather.
  - Site works completed this week included delivery of scaffolding materials and installation of scaffolding, additional hoardings, and signage.
  - It was noted that the Chifley balcony drains were unintentionally covered by the flood protection. Openings have been cut to allow water to flow into drains.
  - A new handle has been installed on the temporary door in the external hoarding. This is to allow for fire egress.
- Week starting Monday 10 October
  - Works scheduled for this week include scaffold installation and spandrel panel removal.
  - A crane is scheduled to be on site Tuesday 11 October.
  - Construction workers and ANU Security will be assisting with pedestrian movements while the crane is on site. Please listen to any directions they provide, as it is important for your safety.
  - Drilling into the slab will occur between 7am and 8am. Please be aware of the noise impacts.
  - The spandrel panel will be removed via a boom lift from Joplin Lane. This will occur early in the morning, so quiet time can be observed from 9:30am.
  - An outage notification for the fire services will be issued this week.
- Impacts during construction
  - The Chifley Library will remain open and have staff available to assist you during this period.
  - There will be periods of loud metal-on-metal banging while scaffolding is installed. We recommend you use one of our other branches during this time if quiet study is preferred.
  - All timeframes are approximate, and there may be delays depending on weather conditions and other site factors.
- The ANU Library thanks you for your support and patience during this process.
- WHS – reminder, first aid, fire warden, HSR – PDRS must record requirement to keep qualifications up to date and this must be discussed in half and end of term PDR discussion

## □ 2.2 Library and Work Health & Safety report (Heather)

- Incident Investigators and Figtree incident entries
  - SIS has three incident inspectors – Belinda Carriage, Rob Carruthers and Brian Kenady
  - When you or your staff are filling out a FigTree form for an incident you can insert one of these three staff members names as the WHS Inspector who will look into the incident. Please make your staff aware of these people and their WHS role.
  - It is important to get the information correct when reporting incidents as there are strict timeframes for the investigations and missing these deadlines triggers the escalation of the incident to Roxanne or the COO. FigTree can only do what it is told to do and if the wrong information is put into it – then it is going to behave incorrectly.
  - When you are reporting an incident please take care that you input the correct information about your reporting line. Your Manager is Your Supervisor

- There have been several FigTree incidences incorrectly lodged recently causing additional time to be spent sorting these out delayed the investigations. Here are some FigTree tips and tricks to assist you in the future:
    - Do not put any other names, other than those above, in this dialog box for 'Investigator' unless WHS staff direct you to do so.
    - Enter the date for the day you are filling the form in, not the date of the incident. The date of the incident is recorded in a separate dialog box.
  - Please describe as well as you can what has happened and where it happened and what steps you and your immediate supervisor have taken to mitigate the incident. For example – have you taken the required breaks if you are working on the computer and using the screen for long parts of the day, have you had an OSLO work with you to set up your work area. Do you have a sit/stand desk; do you know how to use it to the best advantage? Are you getting up and doing your stretches? Are you moving about for required your tea and lunch breaks? Do you have *WorkRave* installed on your PC and do you take the breaks when it tells you to do so? This will also help the investigators.
  - When one of our Inspectors are assigned, you need to work with them ASAP, do not delay responding as this response is time sensitive within FigTree.
  - Incidents must be investigated within 20 days and resolved within 25 days or moved to WEG if ongoing.
  - Please be aware that failure to respond in a timely manner results in Roxanne and the COO being informed and it takes much more time to get to the resolution if the time periods are ignored.
  - FigTree is an online form and there are various trigger point embedded into the form which kick-start other processes. Please take care that you are entering the correct information when you are in FigTree.
  - Once resolved, you must close off the incident – so don't ignore FigTree prompts or forget to log in and do this.
  - Don't forget to review the injury prevention information [sheet](#)
  - If any members of your staff are interested in becoming a WHS Inspector, either Margaret or I would be happy to talk the role through with them.
- **Response to the WHS audit**

Audits are undertaken every 3 years and can be internal (WEG) or external (Comcare)– SIS's had been put off for a couple of years due to COVID.

The procedure meets compliance requirements of the

- Work Health and Safety Act 2011 (Cth) (WHS Act), the Work Health and Safety Regulations 2011 (Cth) (WHS Regulations) and the
- Safety, Rehabilitation and Compensation Act 1988 (SRC Act).

The Division Director receives a report, detailing the audit findings of the Tier 2 (Low risk) exercise. Required monitoring of all corrective actions from this report are undertaken on quarterly basis.

1. One area that needs immediate attention concerns SIS WHS inductions, training and supervision
  - Every PDR must have WHS relating to each position recorded
  - In particular every Manager and Supervisor, First Aider, every Fire Warden – make sure your certifications are up-to-date
  - Every Incident Investigators and building inspectors
  - And any staff member that takes on any WHS task must record this in their PDR, noting initial training and any refresher training that they are required to undertake.

2. SIS also needs to ensure that when staff are learning a new task that a schedule of reviews with their supervisor are put in place. The staff member learning the task is adequately supervised on a weekly basis until the staff member becomes familiar with the task.
  3. All SIS managers need to ensure that their staff are aware of the SIS WHS Local plan, where to find the plan and any guidance documentation that is attached to the plan.
  4. Hazard Management. - SIS staff need to know and understand the difference between a static risk and a hazard.
- This information also needs to be recorded in staff members PDR's.
    - Risk management procedure – SIS manual tasks

<https://library-admin.anu.edu.au/intranet/procedures-guides-forms/Scholarly-Information-Services/index.html>

- Avoidance of slips, trips and falls

<https://library-admin.anu.edu.au/intranet/resources/procedures/SIS-Procedure-Slips-Trips-Falls-Dec2021.pdf>

- All staff need to know where to find the SIS WHS Local Plan

<https://anulib.anu.edu.au/files/document-collection/2.2-Appendix-A-Local-WHS-Plan-2022.pdf>

- Library Services
  - ALMA project has moved into its second phase – staff are continuing to tidy up data and they are also working on the installation and activation of LEGANTO and Rialto. There is still a huge amount to be completed and I thank all staff involved in this complex and time-consuming work.
  - We have welcomed and farewelled a number of staff in the various Library Service teams in the last few weeks
  - Flood Replacement work continues, the pace is picking up as this project moves into its final 6-9 months.
  - Roxanne covered off exhibitions in her report. However noting grateful thanks to those staff who helped to speedily assemble the display of the desk, chair and memorabilia concerning the late Queen Elizabeth 11. Thanks to all those involved in creating the display of the table and chair that Queen Elizabeth 11 used to sign documents upon when she visited the Menzies Library. This is a combined display with the ANU Library and the ANU Archives. The photomontage is very insightful.
  - The hail remediation work on the Chifley Library has begun with the building being surrounded by scaffolding in order for the new roof to be installed. This will take many weeks and those working on the project are very aware of the need for quiet study spaces as the exam period draws closer.
  - Student Library Ambassadors The new intake of student Library Ambassadors through a recruitment process has seen a number of new faces in the libraries and other areas of SIS. They have been involved in training session over the last few weeks and it is has been v ery interesting meeting them all and welcoming those in the libraries to the Library Services team.

## 2.3 Reports from work areas present

JB Chifley Library and Art & Music

WK Hancock Library



- New exhibition and good work in collection management.

## RG Menzies Library

- CIA team Jerome
  - The Level 1 lift is currently being replaced and as a result the stand-down project team are working from level 1 on the Stuart McIntyre donations.
  - SLAs (Student library ambassadors) are doing desk shifts and also working on a donations project for Frieda. Circ staff have been training SLAs in fulfilment and circ processes. Big thank you to Miyuki.
- Donations
  - Donation offer: 56 items from Prof. Brij Lal's estate, prominent, author, researcher, and ANU academic. Items reviewed by Wan and Jacky, and 7 items highlighted to take in. The Library already holds most of Brij's work. Archives are also taking in personal notes and research papers.
  - Potential donation from Prof. Liu Ts-un-yan – prominent ANU academic and scholar in Chinese studies. Frieda has been liaising with Prof. Lee (Singapore Uni) and CIW about the collection.
  - Wan assessing potential donation of bulletins from Afghan refugee organisation from 1984-1986 – bulletins were published primarily in English by an Afghan refugee resistance group.
- ALMA
  - 23 orders processed for acquisitions – via GOBI, ALMA and Suggested Purchase.
  - Staff are participating in ALMA training sessions – Q&A and Ex-Libris ran sessions.
- Purchases
  - 23 orders processed for acquisitions – via GOBI, ALMA and Suggested Purchase.
  - Bulk request to purchase course reserve material for MEANS3007/6007 underway and ongoing – thanks to Wan & Fonny.
  - Frieda & Jacky liaising with Dr Andrew Kennedy to investigate access to CKNI newspaper collection
- Other
  - Jacky & Frieda attended BEZI meeting
  - Jerome is working in Document Supply as an ANU04 2 days per week.
  - Display set up in Menzies with the signed book (Menzies opening), photos and the table and chair that the Queens used are on display recognising the passing of HRH Queen Elizabeth II.
  - Jacky & Frieda supported and attended the [Hiroshima exhibit](#) launch event in Menzies Library. A collaborative undertaking between the Japan Institute (CAP), ANU Archives and the Menzies Library.

591 loans/renewals	559 items shelved	337 returns	219 loans via self checkout
<b>Info STATISTICS</b>	239 library requests	9 infoplace queries	66 CAUL queries
<b>Rare Books/Theses</b>	32 rare book retrievals		
<b>DocDel</b>	3 loans supplied	<b>Off Campus</b>	2 loans supplied
<b>Click &amp; Collect</b>	64 requests paged		
3511 Gate stats			

- CAD team Bee

- Recruitment for Rebecca Higgins' position has commenced with the job listing closing over the weekend, recruitment for level 4 team members is underway
- Serials, CAUL renewals and EBSCO invoice processing underway
- RAP presentation for NECTAR conducted last week by Bee Shumway and Erin Le Nevez
- Alma clean-up continues especially where it impacts ordering and invoicing workflows

## Law

- Anne and Alisha are teaching **Legal Research and Writing** subject. This is for the whole semester. Leganto is also being piloted by Anne and Alisha, anyone wanting to know what the layout the lecturers see in Leganto, please contact Anne or Alisha.
- EOI for Alisha's ANUO6/7 at Law Library, 12/9 to 4/11 (8wks). Teaching component will be mostly over, project work will be assigned. Opening next week.
- Ivo will spend more time at A&M
- Law Library has a new MFD
- Law Library roof leak is continuing to be managed with buckets and absorption soak up pack

## SIS Facilities

- Roof work has started at Chifley and Roxanne has already spoken about this. No updates for Menzies yet.
- Lift work at Menzies - staff lift has been removed and the one has arrived in many boxes and work will start this week or next on it all. Rob has the timeline on his desk and is in contact with the contractors and FS on updates. Installation may commence around 7<sup>th</sup> Nov.
- Rain – heavy rain has seen the usual leaks in Law and Chifley and also the Archives under hill lift/ evacuation stair area. FS have a job for the Underhill and the Hail Team are looking after the leaks. Please include [sis.facilities@anu.edu.au](mailto:sis.facilities@anu.edu.au) in any emails to Hail or FS so we know what's going on and don't double up on items.
- Metal skip at the rear of Menzies has been emptied and they dropped it back so we are now starting to fill it with old furniture and chairs etc.
- Art and Music compactus – Shelf Master's had contacted me regarding a locking device they have and wanted to try. The compactus installed in A&M was done by FS many years ago and the company has long gone so there is no info on the brand/ type etc. temporary locking system is currently in place and working for now.

## Archives and Records

### Digital Scholarship

- Digitisation
  - Projects completed: PNG Aerial Photographs, Lake George Mines Maps & Plans, James Squire's Brewery Ledger, ERA digitisation for Research Services Division.
  - A parental leave vacancy until early March 2023 is in the final stages of recruitment.
  - AV digitisation project: Final work is being done on the procurement process. Work is still underway to locate, describe and consolidate the many and varied AV formats the ANU Library and Archives have in their collections.
- CartoGIS
  - Ongoing work for Australian War Memorial History Volumes
  - Hanging maps relocation, led by Jenny and with the help of Student Library Ambassadors will commence in October.
- Open Research
  - Working on the review of the Data Management training and associated resources



## ANU Press

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## SIS Communications

- Patrick retiring 9 Dec
- Archives
- Orientation week 2023
- New library bags in next month
- Library subject guide review and update underway
- New titles list to be discussed with RM & HJ

## ACDC

- **Staffing news**
  - 0.4 Learning Adviser position has been filled by Bruna Contro de Godoy on Mondays and Tuesdays she is from the Education Transformation Team at the A NU School of Computing (SoCo) and will continue that role Wednesday to Friday, where she is an Education Technologist. She will be with the team Monday 26 September to 31 January 2023.
- **Framework/Model draft**
  - Presently working on Academic, Information & Digital Literacies Model as part of The Review of support for Academic Competencies & Digital Capabilities Team and Scholarly Information Services - The Review Panel report response to the panel members is available [online](#).
- **LARK Symposium – Emma**
  - LARK (Library Applied Research Kollektive) met for their 10<sup>th</sup> Anniversary symposium. The focus was on looking at practice-based research in the Library profession and how to encourage employers to not only allow but facilitate practice-based research in Australian Libraries. Australia is lagging far behind other countries in this area as Australian Librarians are discouraged from engaging in research as part of their work. LARK seeks to push change from both the top, through ALIA initiatives, and from the bottom, through encouraging practitioners to agitate for research to be included as part of our PD.
  - Time in future to present on the issues raised at the conference – Granee Room during Lunch will be open to all SIS staff.
- **CAUL Conference Online – Terra & Bhavani**
  - Time in future to present on the issues raised at the conference – Granee Room during Lunch will be open to all SIS staff.

## ARDC

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## Other business

### Union Rep:

- In the ACT, the NTEU are running bargaining campaigns at ANU, UNSW Canberra, ACU and UC.

- After months of union campaigning to officially start bargaining for a new Enterprise Agreement, ANU issued their Notice of Employee Representation (NERR) on Thursday, 29 September. The NTEU launched a bargaining website, which can be found at: <https://www.anubargaining.com>
- The NTEU ANU Branch Committee recently endorsed a petition opposing privatisation the ANU Medical Centre and its discontinuation of bulk-billing.
- The withdrawal of bulk-billing for staff members at the Medical Centre is yet another example of the ANU shifting costs onto its workers. We believe it is essential that ANU continues to provide an in-house bulk-billing clinic for staff, especially lower paid staff and students.
- The Vice Chancellor's Blog on 30 September stated that, "The ACT Government has announced the end of the COVID-19 Public Health Emergency ... and will reassess our campus mask mandate given these policy changes.
- The ANU has now committed to consultation, after being reminded by the NTEU on 30 September that any decision to change WHS control measures must be the subject of consultation with ANU staff, including Health & Safety Representatives (HSRs).

#### HSR:

- Great to have casuals when needed to help take pressure off staff
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### Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 13 December 2022 - 2pm.



#### 4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
01/05	Reminder to all staff to report breakages and anything requiring fixing	Roxanne Missingham	Complete	Reminder in newsletter
02/05	Information on injury prevention	Heather Jenks	Complete	Link included in Minutes
03/05	When reporting anything related to hail remediation works, cc SIS Facilities	All to note	Complete	

#### 4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
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