



Minutes

Library Staff Consultative Committee

MEETING NO.	6/2023
DATE / TIME	Tuesday 12th December 2023 2.00 pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham – Chair Tom Foley Michelle Chudzinski Jerome O'Connor Bee Shumway Candida Spence Megan Baumhammer Tina Anderson Joshua Bell Fiona Nelson Campbell Ivo Lovric – Union Representative Dinah Withey - Secretariat
APOLOGIES	Sarah Sky Christian West Belinda Carriage Kumudini Watawala Carly Finley
HSR	Jo Boyanton
OBSERVERS	

Part 1. Attendance and Apologies

1.1 Membership

Chair welcomed committee and noted apologies.

1.2 Minutes from the previous meeting

No amendments to the Minutes 10th October 2023.

Resolution	That the minutes of the meeting of 10 th October 2023 be approved. Agreed
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1.3 Action Items from previous meeting

Nil

Part 2. Reports and policy matters

Two matters were raised that had not been notified to the Chair or Secretariat in relation to the budget and organisation chart. Noted that the budget was not yet finalised for the portfolio divisions and the current organisation chart is on the intranet and will be updated

2.1 Report from the Chair - Roxanne Missingham

- Indigenous project - Della Fraser is the PM. Activities planned include Indigenous Cultural and Intellectual Property Protocol (ICIP) training (Thursday and Feb) by Terri Janke and Company, discussions with staff and sessions next year where ANU research & education indigenous initiatives will be highlighted. First one is Peter Swanton on indigenous astronomy to be held on 12 February.
- "Stand downs" – this element of employment is not in the new Enterprise Agreement. Every person in this category has had information on the new EA and the process for offering a contract as a continuing part time staff member. Their casual contracts are not affected by the new EA.
- Art & Music – discussed the need to close during the construction period due to the works and the importance of complying with information from F&S and CC to keep workers safe through this project, Discussed many issues around the A&M matter, Reminder that Figtree is the reporting tool for OHS.
- Planning 2024 – senior leadership team to meet in February to work on division plan.

2.2 Library and Work Health & Safety report – Tom Foley

HSR

- ANU WHS recommendation to run a process for a second HSR after shutdown, when everyone is back and has equal opportunity to nominate vote/elect HSR. Number of HSRs has a relationship to risk. For SIS the number of HSRs will be reconfirmed with ANU WHS in advance of nominations.

Flip Charts

- In the past, advice was to have emergency personnel chart and ANU emergency flip chart at every evacuation diagram. Advice from ANU WHS is to only have these displayed at key entry point, one copy per floor. If staff, visitors, and students can see where this info is displayed then as the Officer of the PCBU, then we are meeting regulatory obligations under the WHS Act 2011 (Cth).

Chifley Lift works proceeding

- All noisy work to be undertaken out of core (9am - 5pm) hours, keeping in mind it is 24/7
- Demolition and installation will take about 3 weeks, finishing prior to Christmas if all goes smoothly

- Testing and commissioning may roll over into the new year, but should only take a week or two

2.3 Reports from work areas present

Library – Tom Foley

- Hail remediation work continuing in Law, Hancock and Menzies.
- Carpet replacement commencing in Menzies from 13 December.
- New hours of operation for Menzies Branch 10-4 M-F from 8 January 2024

Symonston

- Relocation activities proceeding
- Weekly meetings on security & Layout

RG Menzies Library – Tina Anderson, Monographs

- Monos team are working well and are up to date with the close of financial ops.
- We are mostly WFH last working week of Dec (next week) as carpet is being laid.

RG Menzies Library – Bee Shumway, Access & Authentication Team

- CSIRO Read and Publish Agreement has been entered into.
- prepping for the carpet replacement, lots of moving about and getting sorted
- getting invoices finalised before end of year
- Some large purchases from the desiderata list completed
- Christobel Underwood started her 2 year role in Digital Scholarship

RG Menzies Library – Jerome O'Connor, Information Access Team

- Reference collection has been relocated to Symonston after a deselection process undertaken by collection managers. The whole team participated in physical weeding and moving of Harvard Yenching collection – with assistance from SLAs. Reference serials and Chinese collections have also been relocated to Symonston.
- New Books collections have been reviewed for deselection and will be weeded early 2024.
- Lower roof works underway ahead of carpet replacement on Level 2. Archives staff have relocated to Level 1, and public access is via staff entrance only. Fortunately, it is very quiet in Menzies so there has been limited traffic needing access to collections on Level 1.
- Taiwanese collection has been moved from Level 2 in anticipation of carpet works beginning around next week.
- Menzies closed its door Friday 15 at 5pm, reopening Monday 8th at 10am. Staff will be onsite 18-22 Dec and from 2-5 Jan and a click & collect service will be available. Rare books will only be accessible with permission from SM, AL or UL.

Law – Joshua Bell

- Law Library staff held a meeting to work through how a lockdown or shelter-in-place emergency drill would work in our space. Confirmed staff knowledge of where keys are, which areas can be safely locked, and if our front door can be secured in an emergency.
- Anne and Josh have met with Ben to talk about LAWS2248 (Legal Writing and Research) and how we can collaborate with ACDC on delivery of content to students.
- Anne and Joshua are working on a 'welcome to law' video. This is targeted at CoL postgraduates for Student Admin to share with new students.

- Josh, Farshad, and Megan have been updating Law Library Guides to ensure both accurate and up-to-date information. These have the heaviest use out of any ANU Library Guides.
- Anne attended a meeting with the University Librarian to speak to the CoL Examiners group. There was a wide ranging discussion including Leganto, changes to textbook pricing, and the impact of AI on Law.

SIS Communications – Michelle Chudzinski

- We have been working hard on all the changes around Art & Music and Symonston (both back-end changes in Primo and communication requirements).
- We are working on Orientation activities for Semester 1
 - O-Week will be 12 to 16 February
 - Branches and ACDC are supplying the dates for their tours/sessions
 - Market Day will be Wednesday 14 February (Library Lovers' Day)
 - We will also be joining other sessions, including the Mini Services Fair, and aiming to get involved in College inductions
 - We are working on updating orientation materials and preparing for an orientation briefing in the new year
 - One of the best things about O-Week is the chance for our staff to engage with new and returning students. It is an excellent opportunity to promote our services, get students on board, and starting planting a seed in their minds about using the library.
 - We look forward to having many of our staff involved in O-Week – whether that's at the stall on Market Day, taking tours or sessions, running training, or the very important role of covering desk/LibChat shifts while your colleagues are at events.

Academic Competencies & Digital Capabilities (ACDC) – Candida Spence

Staffing News: Manager position: Dr Fern Hyde joined in December as Manager of ACDC. Fern comes from University of Canberra - Manager HDR Development;

- Academic Integrity Game Developer: UG CECC student Shreya Chawla has been hired (November 2023) to create a web-based game helping students to understand academic integrity principles. It is anticipated this game will be completed before O-Week 2024.

Orientation Week February 2024: The O-Week program from 13-16 February. The line-up currently comprises 16 in-person workshops with 11 sessions held Tue-Thu with 4 repeat sessions on the Friday.

SSAF applications: SSAF applications for the following projects: Writing Coaches, Peer Writers, Let's Speak English, the ANU Undergraduate Research Journal, and the Academic Integrity Game project, have been submitted for consideration for 2024.

ANU Undergraduate Research Journal: Academic Competencies & Digital Capabilities Learning Advisers provide training and editorial oversight on the ANU Undergraduate Research Journal. Work is progressing on the latest volume of the [ANU Undergraduate Research Journal](#). Publication is anticipated for the first quarter of 2024.

EndNote 21 reference management tool upgrade: EndNote 21 now available for ANU Community on standalone devices through Wattle search for: EndNote support. Recommended to backup EndNote library before upgrading to version 21. SIS Library Communications team to promote in the new year.

Australian Research Data Commons (ARDC) - Fiona Nelson Campbell

- Adrian Burton attended international meetings in Europe, October 2 CODATA, DataCite, Leipzig Institute Conference and International Data Week
- new staff commenced in November, two Software Developers and a Tester to complete our Developer team that has been under resourced for a while; we are also starting recruitment for a new DevOps Manager to commence March 24
- finishing end of year tasks and have reviewed excess leave, managers are consulting on PDR's with staff and other EOY activities
- had a busy six months bedding in the new project activities and role changes with the ARDC org refresh from 1 July 23 to June 28 in line with our new ANU ARDC sub funding contract

Union Rep – Ivo Lovric

Re A&M Library

- Met with University Librarian on 22/11/23
- Staff members have consulted with the NTEU. Corresponding with the University Librarian
- Current questions are around whether his position is being restructured, analysis of information, whether there are future job cuts in ANU libraries.
- Have also asked about savings from the library changes.

The University Librarian responded to the above questions at the meeting.

SIS Facilities - No report received

Archives and Records - No report received

Digital Scholarship - No report received

ANU Press - No report received

WK Hancock Library – No report received

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 13th February 2024 - 2pm.



4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes

4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes