



Minutes

Library Staff Consultative Committee

MEETING NO.	1/2024
DATE / TIME	Tuesday 13 th February 2024
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham – Chair Bee Shumway Candida Spence Christian West Megan Baumhammer Tina Anderson Belinda Carriage Fiona Nelson Campbell Dinah Withey - Secretariat
APOLOGIES	Tom Foley Sarah Sky Kumudini Watawala Carly Finley Jerome O'Connor Ivo Lovric – Union Representative Michelle Chudzinski Joshua Bell
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 12th December 2023.

Resolution	That the minutes of the meeting of 12 th December 2023 be approved. Agreed
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1.3 Action Items from previous meeting

Nil

Part 2. Reports and policy matters

2.1 Report from the Chair - Roxanne Missingham

Chair's report

- Half day session on SIS business planning was very useful, we will respond to the new VC's strategy when that is available
- University strategy likely to include a focus on indigenous, cybernetics, new ways to create impact
- The VC has not yet announced her strategy for ANU which will be via Council, at least 6 months for clear directions of the VC's vision.

SIS quarterly staff meetings booked by Dinah and in China in the World.

- First meeting will start early as Prof Geoff Hinchcliffe (acting PVC Digital and Education) will be speaking at 9.30 on supporting academics in education, with emphasis on synergy between his work and ours
- Last week there was a meeting with CLT/SIS with around 30 attending to work on initiatives we have in common to improve education in the university
- Shereen Al-Obaidi, snr WHS Consultant Safety Management will talk about WHS at one of the meetings
- Chris Price, COO, will talk in one of the meetings, we were hoping for March but will likely be later in the year
- Future speakers likely to include a person from Finance and Business Services and a person from Facilities to talk about Campus Plan when it has been endorsed
- Prof Katherine Dnaielle, School of Cybernetics will come talk in hopefully at the 6 March meeting, with cybernetics being her interest.

The Annual Report is being completed by SIS Communications to be tabled for the Academic Board on 12 March 2024.

2.2 Library and Work Health & Safety report – Christian West

- Look after yourselves, stressful time of year and people get tired
- The updated versions of the 4 reports in the agenda are all available from <https://library-admin.anu.edu.au/intranet/work-health-safety/key-documents/index.html>
- We discussed the [Traffic Light Status Reports 2023 \(DOCX, 130KB\)](#)
- Call for HSR is out and nominations close next Thursday (22nd). Please nominate if you're interested and Jo Boyanton to communicate about what an HSR does to give some extra information.
- Replacement work on 2nd lift at Chifley now completed and operating.

2.3 Reports from work areas present

Art and Music Library – Roxanne Missingham for Tom Foley

The Art & Music Library is remains closed due to hail remediation work on the SoAD building. The Art & Music Library will be closed for at least Semester 1 2024.

Access to the Art & Music collections is via the Chifley Library. The reference collection and large books are located level 2 of the Chifley branch, with all returns, reserve and higher demand physical material also available.

To access all other items in the collection a retrieval request can be submitted via the library catalogue.

The delivery of subject specialist staff support, in-curriculum training and related activities to support teaching and research in Art, Design and Music will continue as normal. Library staff will continue to engage and be available for consultations for staff and students.

During Semester 1 of 2024, the co-design of ideas and options for future services and spaces will take place.

Client Services staff who undertake activities to support teaching and research for in Art, Design and Music will meet on a month basis and will continue to plan the delivery of services and provide access to resources.

Symonston – Roxanne Missingham for Tom Foley

- This is the old TGA building and we are the only tenants.
- Architect done shelving plan
- Almost all materials now out of Hume
- Lots in pallets out Symonston and in temp storage
- Drill Hall requested space but not available
- Good office space, CCTV, overall better than Hume
- Tom is providing regular updates both the SSH staff and to SIS staff. These include links to maps.

RG Menzies Library – Bee Shumway, Access & Authentication Team

- The last flood newsletter has been drafted by Luciana. Luciana has also prepared the final report on the Collection Rebuilding Project. The report has been submitted to Rebecca B. for her review.
- New RAPs - CSIRO and APA
- CBE intern starting soon
- Sandbox has been refreshed
- Some interesting new enhancements/changes for Alma and Primo

Law – Megan Baumhammer

- Ceiling update, the replacement of the mechanical equipment and work on the area has seen a delay because of issues that emerged – should be completed in about 6 weeks' time. Until then, the collection that comes back through returns will be stored on the first floor to the extent that there is space for it.
- We have a retrieval process ongoing – increasing requests every week, especially as the semester is beginning again. With the retrievals, since we're entering an active construction site staff wear PPE and are accompanied by a member of the construction team.
- New tours and Oweek – much of the tour is theoretical, about what the students will eventually see once the construction work is over.
- Reading lists and Leganto lists continue as the College of Law term periods cycle. Reference requests, and ongoing assistance for COL professors.

Kumudini Watawala, Digital Scholarships

Digitisation

- AV digitisation project: Batch 1 was returned from the vendor in late Dec 2023. Metadata is being created to prepare for loading. Batch 2 been quoted and will be going to the vendor in the near future.
- Digitisation projects completed: NARU theses (end of 2023), Corona Station Photos, CSR Photos (end of 2023)

- Digitisation projects underway: ABS Microfiche continues (4 boxes loaded (approx. 4700 records created) so far, ANU Publications (ongoing) and AACo Annual reports.
- 2024 Digitisation plan published to the library website. Plan includes 19 projects for 2024.

CartoGIS

- Training is being advertised and prepared for Semester 1. Bookings are open for Story Maps (GIS103) which runs 7-28th March. Bookings will open for ArcGIS Online (GIS104) on 13th March.
- A batch of 283 maps were digitised and made available on Open Research. This work is ongoing.

Open Research

- DSpace Upgrade is in the final stages. We are aiming for a soft launch by the end of Feb, but several factors are still underway that could impact this. Test servers have been commissioned and final preparations are underway to ensure integrations with other systems (such as thesis eforms) are functioning.

SIS Communications – Michelle Chudzinski

O-Week going really well.

- Market Day is tomorrow (Wednesday 14 February)! Thank you to all the staff volunteers. Note: it will go ahead even if it rains. If the weather is unsafe, ANUSA will let us know if it is cancelled.
- We had a great day at the Mini Services Fair yesterday. We gave out over 150 bags and spoke to a lot of students.
- Staff are also participating in almost every College induction this week. These are great opportunities to promote our services and resources to new students from day 1!

We are starting to prepare for Open Day, which is on Saturday 16 March.

- We are planning for Chifley Library to be staffed with Library and Academic Skills staff, which was a great success last year.
- We are working on our plan now and will ask for volunteers soon! Details to follow.

Michelle attended a Working Group for the ANU-wide printing project.

- Follow-me printing will be rolled out across campus this year - starting with a pilot in a low-traffic area, then libraries to follow.
- We have requested for additional training and support for library staff.

Academic Competencies & Digital Capabilities (ACDC) – Candida Spence

1. Staffing news:

- Ben Kooyman position of Learning Adviser has been advertised and now closed. Interviews to begin late February.
- Peer Writers, Writing Coaches & Conversation group leaders advertisements closed and appointments to be confirmed. Full team will comprise of 3 Conversation group leaders plus 10 volunteers, 5 Peer Writers and 5 Writing Coaches.
Week 1 1pm-2pm Let's Speak English Conversation group commences (Mon Zoom and Tu-Fri in person)
Week 2 Peer Writers Service commences 12pm-3pm
Week 3 Writing Coaches
- Learning Advisers and Writing Coaches will be offering in person consultations, written feedback and zoom consultation appointments in 2024. Various locations in Chifley and potential in other library spaces will be used. Students will be advised where to meet staff when selecting in person consultations.

2. Orientation week (13-18 Feb 2024)

- (Tues-Thu) on campus 11 sessions in Marie Reay (2.02, 3.02 & Superfloor) and Friday 5 repeated sessions. ANU Engagement has streamlined the registration process for students with only one Eventbrite account for all O Week events.

- Most registrations full in advance. Resources and recordings available through Watte: Academic Skills Orientation 2024.

3.2024 training completed

- National Indigenous Australians Agency (NIAA) (CBE) Graduate Management Program (31 Jan- Feb 2024) 23 attendees attended 3 workshops and a Library tour. Workshops conducted by Academic Skills Learning Advisers covering: being a scholar at ANU - Academic reading and note-taking, Writing reflective pieces and Introduction to Library Services - Finding and Using Sources. Library Tour of Chifley conducted by Chifley Library staff.
- Academic Skills provided a 4 week intensive Introductory Academic Program (IAP) from 15 January to 9 February 2024. The course had a total of 34 students: 28 Australia Awards students (23 graduate coursework students and 5 Higher Degree Research), as well as 6 graduate coursework students who won Defence Scholarships within the CAP college. The summer 2024 IAP program provided the opportunity for students to become familiar with ANU's academic expectations. It enabled them to build upon their existing academic skills in order to prepare for the challenges of their future programs by completing assessments, receiving feedback, and taking part in many in class activities and workshops. All students were strongly encouraged to continue to use ANU Library Academic Skills resources and to make use of the one-to-one appointments to further consolidate the learning from the IAP. Along with workshops on reading critically, referencing, argumentation and the conventions of academic essay writing, the 17 sessions offered also include Digital Essentials and an EndNote taster, to get students started on building their digital literacy skills.

Australian Research Data Commons (ARDC) - Fiona Nelson Campbell

- Working steadily of the ARDC projects
- February highlights include Federation University joining ARDC In, a successful Board meeting with a key issue cybersecurity
- Participation in showcase on national infrastructure projects
- ARDC Leadership Series: Data and Platforms to Meet Australia's Future Research Needs event on 29 February at the Shine Dome
- Recruiting for 2 positions

SIS Facilities - Belinda Carriage

- Menzies return air fan has not been working and needs fixing. Have reported with F&S and followed up. Contractor looking at the fan to determine what needs to be done
- Underhill – airflow has failed, possibly from the brown out last year. Belinda is on the job following up to be it fixed
- Chifley lift up and running
- Cranes have been interrupting access without notice around the campus

ANU Press - Sarah Sky

- We've hit the ground running this year with three new books and one journal already published
- Yesterday the team enjoyed our annual Planning Day where we workshopped procedures and ideas for the continuing improvement of the Press
- Book launch: The School of Sociology Centre for Environmental History will be launching Alastair Greig's *The Road to Batemans Bay* (ANU Press, November 2023) at Level 1 Foyer and Lectorial 1 (1.21), RSSS Building, 146 Ellery Crescent Canberra ACT 2601, Monday 19 February 2024, 5 pm - 7.30 pm AEDT. All welcome!
- Staffing changes—applications have recently closed for the publishing assistant and production editor roles (12 month cover for latter). Sarah Sky will be having 12 months maternity leave and confirmation of new rep for ANU Press at LSCC meetings to be confirmed.

RG Menzies Library – Tina Anderson, Monographs

- The Monographs Team is now trialling Rialto Print Orders via ALMA. First orders are being processed.
- Streaming Videos are up to date and continue to work with SSH and lecturers to get videos ready for course reserves.
- ANUO4 Technical Services Officer has been advertised (short term employment). The Mono team is receiving assistance from the Serials Team when needed.
- Course Reserve orders are up to date. Orders are being actioned within 12hrs of receiving from CML.
- The Monographs Team is making a dent in the processing of donations.

WK Hancock Library – No report received

Archives and Records - No report received

Union Rep – no Report received

Other Business

Indigenous project

Tina Anderson, Menzies Library raised the issue of the sharing circles and asked when the sharing circle on website notices about the collection would begin. Roxane reported on progress so far including the sharing circle of collection information to support the graduate attribute on Indigenous knowledge. Two meetings have been held and information shared on relevant collection strengths and knowledge needs to assist users discovery material and use it. The next stage will include presenting to staff across the Division so we are more informed and there will then be outreach to academics to assist in teaching. The Terri Janke and Company ICIP sessions have also assisted us to become more informed. Peter Swanton gave a terrific presentation launching the learning from ANU experts on Indigenous knowledge. Della Fraser is leading a range of activities with the Sharing Circle on collections and Graduate Attribute 1 being the current priority. The approach includes detailed consultation with people across the campus as well as SIS staff. It will take some time to work our way through all the aspects of the project including looking at website information.

Part 3. Next meeting and action items

The next meeting is scheduled for 2.00pm Tuesday 9th April 2024 in the Graneeek Room, Chifley Library.



4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
	new Recycled Bike Shop info for Newsletter			

4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes