



Minutes

Library Staff Consultative Committee

MEETING NO.	1/2023
DATE / TIME	14 th February 2023 2 pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham - Chair Jerome O'Connor Candida Spence Carly Finley Rebeccah (Bee) Shumway Kumudini Watawala Tina Anderson Margaret Prescott - Secretariat
APOLOGIES	Ivo Lovric – Union Representative Fiona Nelson Campbell Michelle Chudzinski
HSR	Peter Shaw Jo Boyanton
OBSERVERS	Thomas (Tom) Foley Rebecca Barber Rob Carruthers Belinda Carriage

Part 1. Attendance and Apologies

1.1 Membership

Chair welcomed committee and noted apologies.

Welcome to semester 1 for 2023.

1.2 Minutes from the previous meeting

No amendments request of the Minutes 13th December 2022

Resolution	That the minutes of the meeting of 13 th December 2022 be approved. Agreed
Action ID	

1.3 Action Items from previous meeting

Action ID	Description	Responsibility	Status	Notes
1/06	Committee to encourage colleagues to provide feedback on the WHS reporting document sent to all staff and in the agenda.	Committee Members	Complete	Consultation log now out for comments

Part 2. Reports and policy matters

2.1 Report from the Chair (Roxanne)

- There are still two vacancies in LSCC, one in each group, please encourage your colleagues to join the committee. It will continue to be advertised in the Newsletter.
- Key aims for 2023 are for integration and reassessment of how we do things across the university. An acknowledgement of country is now included in training videos produced by the division.
- O-week is going well, more than 5500 students have arrived at residences on campus. The new accommodation is open. Still having less students than pre-COVID but more than expected. More than half are doing Masters or PhD and there are 56 indigenous Kambri scholars.
- Rethinking education is a focus this year. Library will have several projects around this. Tom is conducting a project to rework statistics to ensure that what is collected is useful and provides the information to enable insight for improved practices.
- Sally Wheeler DVCIC us keen to highlight the work of all divisions. In *On Campus* she has started a 'fun facts' section to let people know in a light-hearted way the importance of all the various divisions across the University.
- Christian West, our new Associate Director Library Services, starts on the 1st March.
- Interviews for the temporary Manager of ACDC will take place this week. Permanent job ad closes this week and the interviews for the permanent role will be scheduled once Christian starts. We acknowledge and thank Terra for the good work accomplished by ACDC while she was in charge. Her courses on your digital footprint were particularly popular.
- Copyright – Dispute with Copyright Agency and the Universities represented by Universities Australia has been agreed with a couple of details remaining to be sorted out. This will mean some adjustment of the amounts paid by Universities and a reduction in the number of Copyright surveys we are required to take part in, though we will still have the EUS. The UA Copyright Officers Network Forum will be held in Menzies Library on Thursday.
- New commonwealth Arts policy – 'Revive' – We are hoping for funding for digitisation through the Federal Budget along with funding for NLA – Trove
- VC announced he is finishing at end of year to return to academia – research and teaching.
- Laptop loan scheme launched today – and the first loan has been made today.

■ 2.2 Library and Work Health & Safety report (Tom)

- Tom provided some informal statistics on enquiries for January and up to 2pm 14th February
 - January total 760
 - 1 – 12 Feb 270
 - 13 – 14 Feb 253
- WHS – Please take the time to read the WHS paper, consultation log and the SIS Local Plan that have been sent out for your consultation. The local plan is on a WEG template and our targets are derived from the University Plan (also sent to you). Tom and Margaret are happy to discuss it if you have questions.
- Training – EPC training now available for members of the EPC Committee. A discussion paper to outline the make-up of the committee and its role will be out after Christian commences.
- The new Pulse module for First Aid Officer is now mandatory for all existing and new first aid officers.
- Flood – monos closing end Feb, new plan going forward

Action ID 1/01

2.3 Reports from work areas present

JB Chifley Library and Art & Music

WK Hancock Library

RG Menzies Library

- Collection Access
 - 0 week tours begin today – more patrons visiting Menzies.
 - Libchat traffic increasing in the lead up to semester starting
 - Circ Staff working with academics using Leganto to create reading lists, and organise acquisitions with CMLs
 - Planning underway for Alumni Day rare books exhibition
 - Public lift works underway
 - Some water damage in internal storeroom on L4 and paint peeling near the collection. Paint is being examined for lead and whilst this occurs there is no access to this part of the collection.
 - Late nights will begin Monday 20th February. Menzies library will stay open until 8pm, with afterhours staff working on the desk or on projects in the workroom.

Law

- Welcome Megan Taylor as the new 6/7, she has come from Hancock on a permanent transfer.
- This semester we're invited to be part of the induction program the College of Law has designed for incoming international students and exchange students. Anne and Megs will be presenting on general legal research and library services alongside an academic presenting on referencing and academic integrity.
- Waiting on confirmation the law roof is going to be repaired, probably starting around April. Law will likely be in the same situation as Chifley with the collection only available on a Click & Collect basis during that time.
- Law 2/3 position is still vacant and we are hoping to be able to advertise a vacancy soon.

SIS Facilities

- Hail remediation work is ongoing. External works on Chifley will hopefully be finished by end of March and the internal work can begin.
- Water ingress on level 4 Chifley – CC have tested for mould and we are all clear. The area will be tested by their environmental officer again after the internal works have been completed and will only be released once it is deemed clear on any contamination.
- Menzies WHS building inspection has been completed for 2023. Any issues noted have had jobs logged.
 - Air quality in Traventist room was noted as stuffy, particularly with the door closed. It was arranged for F&S to come and check the room and they found a vent had been closed. This has been reopened and a fan brought to the room and it is much better. The scanner can be operated with the door closed to contain the noise. The noise is annoying only and is not of sufficient decibel level to cause harm.
- Menzies staff lift is operational, though apparently it had a small issue this week.
- Biology place to be closed for 4-6 weeks.

Archives and Records

Digital Scholarship

- Digitisation
 - AV digitisation project: Procurement process has been finalised and a vendor has been chosen. We are arranging for the sample materials to be collected and sent as well as starting to collection and record details for the first shipment.
 - Digitisation projects progressing: CSR photos, ANU publications, NARU theses are all currently underway.
- CartoGIS
 - Ongoing work for Australian War Memorial History Volumes
 - Sandy Potter resigned as of 20th January 2023. We wish her well in her new position with ABARES. Recruitment for her position is underway
- Open Research
 - Zixiao is finalising the two Data Management Plan with DMPtool videos.
 - DSpace Upgrade underway with configuration and testing of the new version on a dev server.

ANU Press

SIS Communications

ACDC

- Staffing news:
 - Terra Starbird has resigned, and an acting Manager, Academic Competencies and Digital Capabilities will be appointed until Christian West is on board to appoint a permanent manager. Applications for permanent manager Position open until 19 February.
 - Bhavani Kannan position of Learning Adviser has been extended until 5 May.
 - Zihan Yin, Learning Adviser, has returned from parental leave.

- Peer Writers, Writing Coaches & Conversation group leaders advertisements closed and appointments to be confirmed. Full team will comprise of 3 Conversation group leaders, 5 Peer Writers and 5 Writing Coaches.
- Learning Advisers and Writing Coaches will be offering in person consultations, written feedback and zoom consultation appointments in 2023. 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.
- Orientation week (13-18 Feb 2023)
 - (Tues-Thu) on campus 11 sessions in Marie Reay (2.02, 3.02 & Superfloor) and Friday 4 repeated sessions offer online. ANU Engagement has streamlined the registration process for students with only one Eventbrite account for all O Week events.
 - Most registrations full in advance.
- 2023 training completed
 - National Indigenous Australians Agency (NIAA) (CBE) Graduate Management Program (2-3 Feb 2023) 23 attendees attended 2 workshops and a Library tour. Workshops conducted by Academic Skills Learning Advisers and Digital Literacy Staff covering: being a scholar at ANU - Academic reading and note-taking 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) for 27 Australia Awards students (23 graduate coursework students and 4 higher degree research) 17 January to 10 February 2023. The summer 2023 IAP program provided the opportunity for students to become familiar with the ANU, its services, procedures and expectations. It enabled them to build upon their existing academic skills in order to prepare for the challenges of their future programs. 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. The 17 sessions offered also include Digital Essentials and an EndNote taster, to get students started on building their digital literacy skills.
- Learning Videos
 - DLT video production has really kicked off in the last few months. Three new videos have been added to the Research Skills playlist on YouTube: Choosing your Search Strategy, What is Grey Literature? and Understanding Source types. Please pass these on to your divisions and encourage branch librarians to include them in LibGuides and promote to students. How to add a reading list to wattle has also been completed and once approved will be uploaded to the Leganto Libguide.
 - Several more videos are in various stages of production. How to Google Like a Librarian, What is a Literature Review? What is the Difference between a Systematic Review and a Literature review? and Scholarship as a Conversation are all nearly finished and ready to be approved. This year, Emma will be working on a suite of videos for academic skills based on topics such as essay writing, referencing, paraphrasing, and procedural videos about how to book appointments and download feedback. If you have an idea for a video or see a gap in student understanding, please get in touch.
 - Emma will be spending 2 days a week at the Law Library this semester to begin collaboration on some law and legal research materials.

ARDC

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Other business

Union Rep:

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HSR:

- Staffing levels has been informally raised a matter of concern.
 - Responses – turnover has occurred through normal change with people being promoted, retiring, making changes to their lives. We are trying to fill positions asap however several

positions could not be filled from the pool of candidates available and need to be readvertised as we also need to make sure we get good people and not just filling a position.

- Question – is there a strategy to retain staff?
- Response - More than 50% of positions are filled by promotions internally. Some skills very specialised and it is much more difficult to fill. We are looking to employ specialised interns such as CSU students or from legal studies to fill some gaps.
- Further question – We are trying to make it attractive for external applicants, but do we make it attractive for internal staff to stay?
- Response – Where possible we use merit lists to try to fill positions as quickly as possible. Balancing the movement of staff difficult and Tom and Rebecca are part of a Go8 working group on retention of staff. If you are feeling stressed due to staffing levels please speak with your supervisor or Tom or Rebecca. Unless we know we cannot reconfigure workloads. The University gave a 3.5% pay rise this year and the Enterprise agreement negotiation is looking at salaries.
- The [workforce plan](#), available on the SIS intranet, outlines four areas for staff development:
 - Indigenous awareness capabilities
 - University knowledge
 - Client services capabilities
 - Digital capabilities
- Reminder that staff should talk to their supervisors about workloads if they have any issues.
- HSR training is due for refreshing before the 30 June, both have registered for the training in May.

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 11th April 2023 - 2pm.



4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes

4.2 Completed action items

Item minutes

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01/06	Committee to encourage colleagues to provide feedback on the WHS reporting document sent to all staff and in the agenda.	Committee members	complete	