



Minutes

Library Staff Consultative Committee

MEETING NO.	2/2022
DATE / TIME	19th April 2022 2 pm (postponed from 12th April)
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham - Chair Jerome O'Connor Rebeccah (Bee) Shumway Emma Gerts Ivo Lovric – Union Representative Margaret Prescott - Secretariat
APOLOGIES	Heather Jenks Michelle Chudzinski Candida Spence Fiona Nelson Campbell Cathy Burton Carly Finley Jaimi Schmid Kumudini Watawala Tina Anderson Rob Carruthers
HSR	Jo Boyanton Peter Shaw
OBSERVERS	Belinda Carriage

Part 1. Attendance and Apologies

1.1 Membership

The Chair welcomed the Committee, acknowledging our new members, Tina Anderson and Bee Shumway. Apologies were noted from Heather Jenks, Michelle Chudzinski, Cathy Burton, Tina Anderson and Candida Spence

1.2 Minutes from the previous meeting

No amendments request of the Minutes 8 February 2022

Resolution	That the minutes of the meeting of 14 December 2021 be approved. Agreed
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Action ID

1.3 Action Items from previous meeting

Action ID	Description	Responsibility	Status	Notes
1/01-2022	HSR Jo Boyanton to locate the air quality report for the Library buildings.	Jo Boyanton	Completed	

Part 2. Reports and policy matters

2.1 Report from the Chair (Roxanne)

The report highlighted:

- Collecting Q1 2022. Moving to new normal up to 80% of student capacity. They are enthusiastically using the Libraries. Most academics are also back.
- LAC now chaired by Keturah Whitford-
 - ❖ A significant issue discussed was library hours with the gradual opening of four branches to 24/7. Trials have all gone well, particularly with the most recent Library, Law. This has been really appreciated as most of their students also work. Law had no incidents during the trial and it is now 24/7 permanently. A&M will undertake a trial commencing on 26th April. This library has taken more to bring up to a 24/7 standard and the trial will be assessment in 6 months. How to include a study space for small group work is currently being. Question raised regarding Menzies moving to 24/7? The challenges for Menzies is the building layout, the extent of the collection and limited demand for use. Given these factors, moving to 24/7 is not planned at present. The Library Advisory Committee Meeting (LAC) have been asked for their preferences for the extended hours of the Menzies Library. We are waiting to hear from members on the preferences of their communities whether that be two nights or one night and a weekend day for semester 2. Menzies is the library with the lowest usage, though we will still review the situation in the future. The Click & Collect service means library users can have access to material from Menzies 24x7 through the Chifley Library so the collection is accessible any time.
 - ❖ RAP (Read & Publish) this will save academics and students Article Processing Fees as that is included in the subscription fees. Second benefit is the building of College relationships.
 - ❖ Project looking at AV collections where material is coming to the end of life and needs digitisation for preservation. This project is aimed at working out what is essential to preserve in collaboration with other institutions to ensure important material is not lost forever and that potential funding is not wasted on duplication. After the discovery

section is completed the challenge is then to find funding and working out how move forward.

- ❖ Review of ACDC – The report was provided to LAC as we develop a framework for restructuring, working on a 'one' library theme. The recommendations from the review have been discussed with staff and the report will be made available through the Library intranet.
 - ❖ Response of our services to Graduate Attributes. Strengths - collections and services, partnerships. Weaknesses - communication about our services. The document is on the Intranet and has been promoted through the newsletter.
 - ❖ Flood collection replacement – significant purchasing last month.
 - ❖ Other reports submitted to the LAC included: Annual report, Libraries report, Archives and Records report and Digitisation report.
- Roxanne and Heather will be meeting with Student Experience team and SIS is a member of the Committee looking at the response to the sexual harassment report. Incidents in the Libraries were low and analysis will occur of the survey data. We need to be part of a University wide response, with consistent approaches and solutions, particularly for online harassment.

2.2 Library and Work Health & Safety report (Heather)

- Reminder to the HSRs that they need to arrange for their refresher before July.
- Thanks you everyone who has done their WHS training
- It is everyone's responsibility to monitor your training requirements and ensure it does not lapse.
- Fortnightly *From the University Librarian* newsletter has a column for WHS, anyone can suggest topics or submit an article.
- Testing and tagging now complete. Don't forget to get rid of non-functioning and unused equipment.
- Ivo - Does Heather prepare a report on WHS for LSCC? Ans: WHS is raised at every LSCC meeting and the all staff meetings. Who is the representative on the Portfolio WHS meeting? Ans: Heather.
- Reminder for all staff to refresh their skills in manual handling, ergonomics and use of trolleys regularly.
- Report about duress buttons in Underhill - ACTION Peter – Also for DA Brown. Ans: Heather to report on progress (to HSRs).
- Ivo - With the introduction of programs such as LibChat, will standdown staff be able to undertake training to develop their skills? Ans: Yes if it is relevant to the work they undertake. Ivo - Can LibChat be extended to a live video chat format, which would provide a friendlier interface? Ans from Emma: Yes there is a possible Zoom integration.

2.3 Reports from work areas present

JB Chifley Library and Art & Music

WK Hancock Library

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RG Menzies Library

From Client Services (CIA):

- Team have been involved in Rare Books tours for ANUSA, Alumni week and HDR induction.

- Several morning teas with CAP academics with excellent engagement. Thanks to Wan for the all the delicious treats!
- Stand-down staff have been working on adding details of the AV material to a spreadsheet for CML review – it is almost finished.
- Half the team is taking leave over Easter – staff will work on campus through this period (not WFH) to support service points.
- ALMA essentials training in underway.
- A fire drill, and actual evacuation emergency in Menzies provided an opportunity for wardens to refresh their emergency procedure skills. All went well, with a few suggestions for improvements to be incorporated into our procedures.
- New ScanPro 3000 installed in Menzies reading room. Frieda has been working with Imaging Australia/New Zealand to add some pre-sets for unique microforms we hold here, and has already rolled out training to Menzies staff, as well as staff from Archives and Hancock Library.

CAD

- Rebecca Higgins has assisted in oversight of the AV project being completed by standdown staff. This project is close to finishing
- Recruitment for ANU05 Bibliographic Access Officer is still in progress
- Sierra metadata has been loaded to the Ex Libris server, ready to be ingested into the test instance of Alma
- Alma Essentials training has been rolled out to CAD staff, due for completion 6 May 2022
- Des Ball donation material processed by CAVAL has started to arrive. A further 500 items have recently been dispatched to CAVAL

Law

SIS Facilities

- Robs back.
- Chifley work is on hold waiting on Copper for roof.
- Belinda back to normal job
- Email Belinda with broken furniture
- Removal of broken materials
- Traventis machine is on its way.
- Rain tonight - prepare
- ACTION - Marg to advise Belinda how to get rid of old equipment

Archives and Records

Digital Scholarship

SIS Communications

ANU Press

ARDC

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ACDC

- Staffing news
 - Two Learning Advisors began with ACDC in early 2022: Dilnoza Ubaydullaeva has been appointed to the position of Learning Adviser for 12 months (10 January until December) Bhavani Kannan has been appointed to the position of Learning Adviser for 6 months (17 January until July)
 - Vivien Silvey has resigned from ACDC and we wish her well in her role with the CASS Student & Education Office. Her vacancy is currently open on the ANU Jobs page as Full time, continuing (<https://jobs.anu.edu.au/cw/en/job/545092/learning-adviser>)
 - Emma Gerts was appointed in March as Full time, continuing Digital Literacy Trainer with ACDC. Emma comes from the University of Sydney Library and has a wealth of experience in all things information and digital literacy. She has produced innovative videos and teaching content in her various roles at University of Sydney and other university libraries.
 - Peer Writers, Writing Coaches & Conversation group leaders vacancies for 2022 were appointed, and all services are fully staffed.
- Academic Integrity Awareness Day 29 April 2022
 - The ANU Library Academic Skills team is hosting a series of events to teach students about academic integrity. Please share this important event with your networks. Another series of events are being planned for staff later in the year. Find out more about Academic Integrity at anu.edu.au/academic-integrity
- The Review of support for Academic Competencies & Digital Capabilities Team and Scholarly Information Services - The Review Panel report has been finalised and presented to SIS. Currently an implementation plan is underway and a response to the panel members.
- Orientation week in February 2022 was run with morning sessions 9am-12pm (Tues-Fri) face to face on campus and late afternoon session 4pm-8pm (Mon-Thurs) online for our workshop delivery. All face to face were repeated in the online afternoon session timetable. The ANU Engagement and Success team are currently planning Orientation week for July 2022 will follow the same 9am-12pm on campus and 4-8pm online format with some modifications. These changes will be:
 - Mon-Tues dedicated only to College inductions.
 - Wed-Fri will be on campus events
 - Mon-Thurs will be online events
 - Stronger focus this time around on on-campus events, with less emphasis on online sessions/providing asynchronous content
 - Shifting some of our workshops to prior to O-Week, on O-Week, later in semester and converting some into bite-sized videos.
- Once this model is developed it will need to be run for a few years in order for ANU Engagement and Success to obtain data to evaluate.

Other business

Union Rep:

On Wednesday April 13th, The Canberra Times published an article titled *ANU turns expected deficit into healthy surplus*. The article stated that. "The Australian National University has turned an expected \$17.7 million deficit into a net \$234.4 million surplus in 2021 after it slashed hundreds of jobs in response to the COVID-19 pandemic."

According to the article, "Management has pledged to hire people to fill vacant positions". NTEU ACT Division Secretary Dr Lachlan Clohesy was quoted as saying, "the surplus was great news for the ANU but it was made possible by the hard work of staff. ANU staff are not only doing their own jobs well, but

taking on the workload of others to cover the vacant positions.” Dr Clohesy said, “It is now time for ANU to address workload and cost of living pressures by valuing and rewarding their hardworking staff.”

Q: Will new positions be created in libraries? **ANS:** This is up to the University and we do not expect additional funds for SIS for business as usual operations.

Q: Given the surplus, has library management given any thought to offering library stand down and casual staff additional day shifts on information desks to take pressure of other library staff who are not ordinarily employed to work on the information desks? **ANS:** The University Library has not been provided any additional funds for staffing at this time. We do employ staff for additional shifts when they are available.

Q: Will standdown and casual staff be offered training in Alma? **Ans:** Yes where is it appropriate to their roles, like the rest of the staff. Online training is already available and all staff have been encouraged to undertake the online modules.

Q: Once AV project is completed what will be the standdown and casual staff's next project? **Ans:** Each semester there are projects they will be involved with.

Q: Where does the funding for digitation come from? **Ans:** It does not come for the SIS operational budget, it will be funded from other resources, grants etc.

Q: In terms of enhancing the employment prospects can standdown and casual staff have shifts on information desks? **Ans:** See response below

Q: Once the AV project is done, where next for standdowns and casuals. **Ans:** See response below

RM response:-The University is not providing additional funding for additional staff positions. In our surveys, the most critical feedback was around the rebuilding of the Flood Collection which continues to be a strategic importance, looking to identify opportunities to rebuild. Meeting with student associations, the key issue was hours and we are undertaking a communication program to remind them which libraries are open 24/7 and the extended hours for Menzies. Also, services like Click & Collect to have books delivered to the most convenient library for collection.

AV project is a high priority to extend the life of the collections. An example of the value of digitisation is the usage of Xi Dishan collection. Graduate Attributes has highlighted the importance for Indigenous resources to be accessible particularly in AV ethnographic films.

It is these issues that take priority with funding projects.

Filling position has been difficult as are other libraries beyond the University. Maybe not producing sufficient graduates in these fields. Now need to look at internal development to fill the roles that are vacant.

HSR:

- Underhill and DA Brown Duress buttons - Heather to report
- DA Brown building inspection issues - Heather to discuss with HSRs.

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 14th June 2022 - 2pm.



4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
1/02	ACDC Review recommendations to be put up on intranet.	Roxanne Missingham		
2/02	How to dispose of assets with an asset tag? Use the asset disposal form ANUP_000910	Margaret Prescott	Complete	Available in the policy library
3/02	Duress buttons for Underhill and D A Brown	Heather Jenks		For report back to the LSCC
4/02	D A Brown building inspection issues	Heather Jenks		Margaret and Belinda to discuss with Heather

4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
1/06	Reporting of equipment that is not functioning or broken should have a job logged in Maximo to have the issue corrected.	All SIS staff	Completed	Committee members to remind their colleagues.

1/01-2022	HSR Jo Boyanton to locate the air quality report for the Library buildings.	Jo Boyanton	Complete	
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