



Australian National University Minutes

Library Staff Consultative Committee

MEETING NO.	4/2023
DATE / TIME	8 th August 2023 - 2 pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham - Chair Christian West Nic Welbourn (for Michelle) Jerome O'Connor Carly Finley Bee Shumway Michelle Chudzinski Candida Spence Fiona Nelson Campbell Kumudini Watawala Margaret Prescott - Secretariat
APOLOGIES	Tina Anderson Joshua Bell Belinda Carriage Sarah Sky
UNION REPRESENTATIVE	Ivo Lovric
HSR	Peter Shaw Jo Boyanton
OBSERVERS	Rob Carruthers

Part 1. Attendance and Apologies

1.1 Membership

Chair welcomed committee and noted apologies.

Welcome to the LSCC meeting and formal acknowledgement of country.

1.2 Minutes from the previous meeting

No amendments request of the Minutes 13th June 2023

Resolution	That the minutes of the meeting of 13 th June 2023 be approved. Agreed
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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)

- Semester two going full steam ahead. Students and lecturers in full business mode with usual last minute requests.
- O week was very successful, thank you for everyone who assisted
- Thanks to everyone who assisted with the new website, a few things to improve, but it is looking very positive. Even positive from student feedback
- Sally back on campus
- Universities accord paper has been released by the Government. It has a vast array of ideas, but will take time to be reviewed.
- Discussion on merger of Adelaide University and University of SA by 2025.
- Copyright legislative reforms next Round Table will take place at the end of August. The discussion will be on AI and broadcasting. EU has legislated for AI, UK is doing nothing. USA has defined that for something to have copyright it requires a human to have created it. Debates currently centre does copyright apply to the use of materials to train AI what payments and also for identity and images. USA requires the person for copyright to apply, so if a person's creative output used by AI what is the moral right to ownership.
- Question was asked about ACDC development of games to provide guidance on AI? It was noted that in this context 'AI' stands for Academic Integrity.
- The University Leadership Group has met and discussed the Government's report on the Accord, First Nationals plan and VC appointment.

2.2 Library and Work Health & Safety report (Christian)

- WHS incidents have been very few, with only one-off incidents so no real trends. Mostly falls please walk on pathways and watch where you are going. It is good to note that none of these incidents happened within any Library building.
- EPC has been going slowly as lost a member but still progressing. Building on what others have done not reinventing the wheel. But the committee has lost a member so has slowed.
- Appointing new OSLOs still ongoing and will be done at the same time as replacement HSR. The HSR process will be run independently of SIS to ensure impartiality.

- Hail remediation – Chifley completed. Art and Music commenced and expected to take 18 months, Menzies and Law have commenced as you can see with the scaffolding. The Law Library is not yet affected as they are working on another part of the building. DA Brown which houses some Archives materials will also have its roof replaced later this year.
- HSR report – see below
- Library's –
 - Everyone has been very busy since O-Week.
 - Hancock have been working very hard with Sciences and CECCs. HDR student, Eric from CECCS, is performing a mood study on the Library. This will be done with frowny and smiley buttons and Christian will have more information as the study progresses.
 - Storage at Symonston is getting ready for collection material from Library, Archives and Drill Hall to be moved in. This space will be storage only with no permanent staff in the building. A paper on storage being prepared for Library Advisory Committee.

2.3 Reports from work areas present

JB Chifley Library and Art & Music

WK Hancock Library

RG Menzies Library

- CAD –
 - Added placeholder items on serial records in Primo
 - Rolled out new process for lending serial items from the desk
 - Serials renewals (EBSCO and Harrasowitz) underday
 - Monos working with CML's to make print course readings available and source streaming films
 - OUP and CUP RAP
 - Resource sharing team reached 10,000 completed requests before the Alma 1 year anniversary.
- CIA
 - Miyuki and myself have been working in respacing in the BQ and BP area of the shelves on level 4 in Menzies library. We also had good assistance with the student library ambassadors.
 - Last Thursday Wan put on a morning tea for a donor to the ANU library. The donor is donating material in Burmese.
 - Menzies CIA staff started to work on the barcoding of library journals, and we loaned out our first journal using the new system this very morning.
 - The Menzies Library tours during O week saw good numbers of students attending tours.

Law

- Library tours were also very well attended

SIS Facilities

- Hail remediation work is ongoing/ starting. School or Art and Music, Menzies and Law. Weekly and fortnightly meetings.
- Peter is leaving us so will need to get his farewell organised. Nic has been asked to do an invite and Margaret and Rebecca have sorted the Mc Donald room for a pot luck lunch on Tuesday 29th Aug at 12:30. Card is doing the rounds now and donations welcome.

- No stockpiling of old, torn broken furniture please. We have no way of disposal and if there is an item that is dangerous please let our team know and we will have to supply a budget code and log a job for FS to remove.
- At/ Music library two staff rooms had to be cleared out before Friday arvo for Hail works. Good news is that some of the furniture has been reused in the School of Art and the rest had to go to the Hail skip and metal recycling. We got approval to put it there.

Archives and Records

Digital Scholarship

- Digitisation
 - AV digitisation project: Batch 1 list has been sent for quoting and the quote approved. Awaiting response from vendor regarding timing for the collection of the batch. Will start working on generating Batch 2 list soon.
 - Digitisation projects underway: Aboriginal Records (almost complete), ABS Microfiche (preparing first batch for loading), ANU Publications (ongoing), CSR: Photos (around 20 albums left to scan), Parliamentary Papers (preparing to load), NARU Theses.
- CartoGIS
 - Work has been completed on maps for the Australian War Memorial Official History Volumes. In total 135 maps were produced. Karina is currently working with the client on final corrections.
 - Senior GIS Officer recruitment: Gareth Quirke joined the team on 15th May and is settling into the role.
 - GIS training to resume with Story Maps starting Thursday 10th August. Story maps training is fully enrolled and we have had enough interest that we are running a second session starting Tuesday 15th August. GIS401 (Intro to GIS Analysis for Research) will start on 28th September. It is also currently fully enrolled with a full waitlist.
- Open Research
 - DSpace Upgrade is still underway. A training session for archives and digital scholarship staff is being arranged. Code review of all changes is currently being undertaken by IT staff before moving the new code to the Dev Server.
 - Zixiao and Candida are working on revamping the "Talk Data to me" part of the SPOC. The aim is to update and add new content to make it a comprehensive Research Data Management Module for ANU.

ANU Press

- ANU Press is working busily with 18 titles currently in production and 10 more in house
- We published 5 titles in July and are on track to publish four titles in August—Watershed: The 2022 Australian Federal Election, A Grammar of Nese, The Compleat Busoni Vol. 1 and EAFQ 15.3
 - Recent book launches – we've had successful launches for a number of our titles in the last two months.
- Download statistics – July statistics show a slight decrease; hoping the 5 titles published in July will reflect into August's statistics.
- Manager Ben Wilson will be departing the Press from September – thank you to Ben for all of his time, work, and support – he will be missed!

SIS Communications

- O-Week went really well, thank you to all involved. We had great feedback and the bags were really popular with over 1000 given out. Over 2000 interactions with students. Great help for what to highlight going forward
- Website – thank you for your feedback, working on search bar to make it work better, clearer and more distinct.

ACDC

Staffing News

- New Manager position advertised and closes 20 August
- Digital Literacy Trainer position will be advertised in August

Orientation week

- The ACDC team ran 20 workshops during O-week Semester 2, 2023, with 12 in-person sessions and 8 online repeats for key sessions. A total of **1189 attendees** were recorded across the week, and workshops covered core academic skills and digital literacies including time management, finding sources, reading and note-taking, using sources, writing for university, referencing and academic integrity, science report writing, exam preparation, presentations, and digital essentials. In-person sessions were localised in the Kambri precinct (Marie Reay Teaching Centre, T2) and anecdotal feedback from attendees was overwhelmingly positive.

Introductory Academic Program (IAP)

ANU Academic Skills provided the Winter 2023 Introductory Academic Program (IAP) for 7 Australia Awards students (2 HDR and 5 Masters). Students become familiar with the ANU, its services, procedures and expectations. The IAP included training in fundamental academic skills with a core focus on written and oral persuasive academic communication. Students were exposed to a range of teaching modes including lectures, small-group work, workshops, peer-review, computer laboratory-based instruction, individual assignments, and self-directed academic research. Overall, the students demonstrated extremely positive attitudes towards the IAP and towards each other. They have bonded well as a group and will continue to provide peer support to each other for the duration of their studies. Discussions at the end of the program showed that students were extremely satisfied with their induction into the ANU, both socially and academically. All students were strongly encouraged to continue to use Academic Skills resources and to make use of the one-to-one appointments with Learning Advisers to further consolidate the learning from the IAP.

Reminder to promote ANU Library Academic Skills Services:

Peer Writers Drop-ins, Writing Coaches, Learning Advisers > <https://www.anu.edu.au/students/academic-skills/appointments>

English conversation groups > <https://www.anu.edu.au/students/academic-skills/study-skills/english-language>

ARDC

Other business

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Union Rep:

- NTEU update – enterprise bargain been going 9 months, 4 key points
- Bargaining continues and they are looking for further improvements

HSR:

Issues for discussion with SIS Strategic Managers Committee, regarding DA Brown:

- COMMUNICATIONS
 - Noel Butlin Archives is the sole active tenant on the ground floor of DA Brown;
 - There is no emergency communication (land line, wireless) system on the ground floor. There is very poor/non-existent mobile phone connectivity within the building;
 - It is my understanding that it is the practise that Archives' staff members routinely undertake retrievals and returns on their own.
 - Consistent with the Underhill facility a wireless system should be installed with duress alarms to be provided to staff members when they are working alone.
 - This work could be lodged as a Maximo job in the same way the Underhill work was undertaken.
 - The upper level full-time tenants in DA Brown may or may not have a designated fire warden. However, there is no access to the fire panel located on the ground floor if the panel goes into alarm.
- FIRE SAFETY
 - Resolve with Kin Lin that DA Brown building meets fire safety/emergency requirements – (Access between floors/exits and the Fire panel).
 - This includes the provision of lighting and signage at exits
 - Discussions to be had with Projects Division - Fire Safety Facilities & Service
- BUILDING STRUCTURAL INTEGRITY
 - Ensure that the termite inspection and treatment does not threaten the safety of the paper records or the structural integrity of the building
 - Ensure that damage to wood framing such as that at the D2 storage room are repaired and made pest-proof.
 - Rodent baits are as useful for indicating rodent activity as they are for eradication.
 - Pieter Jooste was responsible for the last pest inspection and should know the result of previous inspection that have given rise to recent partial remediation work on the ground floor.
 - His contact details are Facilities Officer Building Operations Facilities & Services
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2.4 Other business

Jerome noted that with the University of South Australia and University of Adelaide merging there would be significant changes for the libraries.

Part 3. Next meeting and action items

The next meeting is scheduled for Tuesday 10th October 2023 - 2pm.



4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
01/02	Put this in the Newsletter "Resource sharing team reached 10,000 completed requests before the Alma 1 year anniversary."	Roxanne Missingham		

4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes