



# Minutes

## Library Staff Consultative Committee

MEETING NO.	2/2024
DATE / TIME	Tuesday 9 <sup>th</sup> April 2024 2-3.30pm
VENUE	Graneek Room and Zoom
ATTENDING	Roxanne Missingham – Chair Bee Shumway Candida Spence Tina Anderson Tom Foley Joshua Bell Ivo Lovric Michelle Chudzinski Jerome O'Connor Kumudini Watawala Dinah Withey - Secretariat
APOLOGIES	Belinda Carriage Fiona Nelson Campbell Carly Finley ANU Press (Sarah Sky on Parental Leave)
HSR	Jo Boyanton

## Part 1. Attendance and Apologies

### 1.1 Membership

Chair welcomed committee members and noted apologies.

### 1.2 Minutes from the previous meeting

No amendments to the Minutes 13<sup>th</sup> February 2024

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<b>Resolution</b>	That the minutes of the meeting of 13 <sup>th</sup> February 2024 be approved. Agreed
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### 1.3 Action Items from previous meeting

Action 1/2024 New Recycled Bike Shop info for Newsletter

The Bike shop has now closed.

## Part 2. Reports and policy matters

### 2.1 Report from the Chair - Roxanne Missingham

- Firewall Migration is planned for - Saturday 13th March. Phil Drury will check that library machines come up after the migration. No action is required by SIS staff.
- The Open research repository will shortly have a new look. For a sneak peak go to <https://anulib.anu.edu.au/Dspace7-upgrade>
- Myanmar - grave concern that Australia Awards Scholarship (AAS) holders from Myanmar currently completing their programs of study risk being forcibly recruited to serve in the Myanmar military if they are required to return to Myanmar under the terms of the AAS program. Australian Government is being urged to approve variations to their visa conditions to enable them to remain in Australia with working rights, and suspend the conditions of their AAS contract.  
ANU Library continues to support the University of Yangon Library and Division of Library Studies programs with advice.
- Sharing circle – the presentation to academic staff will occur on Thursday 18<sup>th</sup> April 2-3 McDonald Room. Thanks to the great team that has prepared the content and to SIS staff who attended the presentation.
- AI as Infrastructure (AIINFRA) is a new project that will explore whether Large Language Models (LLMs) could enable a new era of transnational historical research. The project will run from 2024 – 2026 and be led by the ANU HASS Digital Research Hub. The project team includes representatives from the Australian Parliamentary Library, the National Library of Australia, the Aotearoa / New Zealand Department of Internal Affairs, the UK National Archives, the UK History of Parliament project, and the ANU Library, with academic input from King's College London. Indigenous guidance is provided by the Scaffolding Cultural Co-Creativity project, and Taiuru & Associates Ltd.
- Budget for 2024 (all is OPEX):  
\$12,356,785 salaries  
\$13,359,104 non salaries – note this is our third year of full accrual.

<b>Action Item 1.</b>	Suggestion that the SIS plan when updated should include a list of acronyms spelt out e.g. RAP Read and Publish agreements.
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### 2.2 Library and Work Health & Safety report – Tom Foley

- In Christian's absence, Tom has policy responsibility on WHS.
- Quarterly reports are in process.
- Local WHS 2024 has been drafted and reviewed by Kathryn, Tom and WHS. It will be shared with HSRs this week. After their review it will be circulated to all SIS staff for comment.
- Evacuation drills has been completed at Menzies and Chifley.

<b>Action Item 2.</b>	Add SIS HSRs on the printed emergency personnel charts in each library
<b>Action Item 3.</b>	Tour of Symonston for HSRs
<b>Action item 4.</b>	Report from WHS (Sheren Al-Obaidi) on tips and tools for preventing Repetitive Strain Injury, such as Workrave.

## 2.3 Reports from work areas present

### **Access & Authentication Team – Bee Shumway, Menzies Library representing CAD team**

- Training and PD: some CAD staff attended the ALIA technical symposium, ALIA greening the Library, Open Athens session and ACCC training.
- Supervisors attended the PDR refresh sessions and the People Manager Essentials Course
- Hosting CSU students Friday- Bec to present to them at Chifley.
- RAP presentation at JCSMR led to candid feedback from the research community. RAP talk at the Myanmar Research Institute was held, upcoming RAP talk at the SEAI visit in May.
- Lots of project work ongoing- particularly around prepping vendor records for upcoming API with Finance

### **Law – Joshua Bell, Law Library**

- Level 2 of Law Library was reopened to patrons on Thursday 28<sup>th</sup> March and looks fantastic. Both staff and students are enjoying the space again and a big thanks to everyone for their assistance throughout. Please visit to have a look at the new space!
- Anne and Joshua have finished their in-curriculum teaching for the semester. Over 600 students attended the sessions in-person. Sessions ranged from Foundations of Australian Law (FAL), Law and Legal Institutions (LLI), and Principles of International Law (PIL). Work now begins to prepare for next semester and teaching Legal Writing and Research (LAWS2248).
- The team farewelled Megan Baumhammer who moved to Melbourne with her partner. We had a morning tea to say goodbye and have sent photos to her of the new updated level 2.
- A stocktake and relocation project of the Law Thesis collection is underway. It comprises of approximately 900 honours and master's Law theses including the current chief justice of the supreme court (Stephen Gageler), ANU Dean of Law (Anthony Connolly), and Law's Head of School (James Stellios). The project will enhance accessibility by moving them to the glass display cabinets next to the information desk.

### **Digital Scholarships - Kumudini Watawala, Menzies Library**

#### Digitisation

- AV digitisation project: Batch 2 is with the vendor for digitisation. Batch 3 list has been sent for quoting.
- Digitisation projects completed: AACo Annual Reports, Manchester Unity Photos, Australian Natives Association
- Digitisation projects underway: ABS Microfiche continues (Box 4 awaiting loading, Box 6 underway), ANU Publications (ongoing), Australian Mercantile Land and Finance Company Photographs, Burns Philp Photos

#### CartoGIS

- Intro to Story Maps (GIS103) training completed. GIS Analysis for Research (GIS401) will run 12 April - 3 May.
- Work is ongoing to make digitised maps available on open research.
- The team is very busy making maps for researchers and PhD students.

#### Open Research / Data Commons

##### Open Research

- DSpace Upgrade was delayed after testing the important integration with the Thesis submission eform. PSP are working on a code update to the eforms so that the integration will continue to work in the new environment.
- Our IT support are working to get a notification about the upgrade to appear on the current repository site. Comms have created a webpage, that the notification will link to, that shows a sneak peek of the new repository site.

## SIS Communications – Michelle Chudzinski, Menzies Library

- Open Day went really well. Thank you to everyone who volunteered! There were over 6,000 attendees on campus, and we had 267 interactions on the day at Chifley Library. The VC attended Chifley and enjoyed meeting staff.
- We have been attending a range of HDR and College events. Thank you to the Library and ACDC staff who have attended and helped answer student questions.
- Privacy Awareness Week is being held 6 to 12 May – the theme for 2024 is 'power up your privacy' which sits under the overarching theme of Privacy and technology: Improving transparency, accountability and security. Sarah is working with Alex on putting out materials for the week.
- Planning for Semester 2 Orientation will begin in May.
- The ANU central marketing team have released a new training module on ANU branding. Whether you are a new staff member, an academic, researcher or a professional staff member, understanding who we are, what we say about ourselves, and how we visually communicate is important for all staff to understand and actively implement on a daily basis. [Complete the short training](#) module in PULSE. For questions about branding or to get help putting together branded materials like presentations and flyers please email the Library comms team [comms.library@anu.edu.au](mailto:comms.library@anu.edu.au)

## Academic Competencies & Digital Capabilities (ACDC) – Candida Spence, Chifley Library

- Jane McGettigan will be joining the Academic Skills team as Learning Adviser. Jane will be joining us from Charles Darwin University where she has been working as Learning Adviser. Jane has over a decade of experience in the education sector, spanning Australia, Singapore, Hong Kong, Japan, and Turkey. Jane will start on Monday 29 April for two weeks, before taking a pre-arranged overseas holiday and returning to work on Monday 17 June.
- The full team of our Student Services and Amenities Fee (SSAF) projects have been filled: 5 Writing Coaches, 5 Peer Writers, and 3 Conversation group leaders plus 10 volunteers.
- **Writing Coaches (Dr Jillian Schedneck)**  
The Writing Coaches' activity and discussion-based training sessions were held on 26 and 29 February with discussions on strategies for supporting anxious students and held a discussion on supporting students in their use of generative AI. The team began their appointments in Week 3, on 4 March. During March 216 appointments slots were available, with 182 booked and 169 appointments attended by 155 students. Appointments are either in person, on zoom or as written feedback, as chosen by the student.
- **Peer Writers (Dr Dilnoza Ubaydullaeva)**  
Peer Writers were recruited in 2024 and 1 continuing from 2023. Start of year training for Peer Writers was held on 20 February focusing on practice sharing among the peers and sharing student feedback. Peer Writers commenced from Week 2 of the semester, starting 26 February and are available Monday to Friday 12:00pm to 3:00pm in Chifley Library and through Zoom. Peer Writers have been available for drop in over 69 hours and have had 108 drop ins between 26 February and 28 March.
- **Let's Speak English Conversation Groups (Dr Caroline Henderson-Brooks)**  
A new student leader was successfully recruited and integrated well into the team of 3 leaders, including in our team training day. There was also considerable interest in volunteering for Conversation Groups and 11 students are now official volunteers. Attendance is 500 so far this quarter in Marie Reay Monday to Friday 1-2pm during semester (weeks 1-12).

## **SIS Facilities - Belinda Carriage, Menzies Library**

- Electric sit stand tables from Symonston have been installed at Menzies staff areas. These replaced old, broken tables.
- Hail work has come to an end. We have removed the metal rods that had gone across the opening of the law library lv2 walk way area. Shelves have been removed for Whitmore walk access/ emergency access. There is building debris on the top of many books on the top shelves. Ceiling tile bits and insulation fluff. I advised Josh at the time.
- Once biology place opens we can then access the store room in Hancock basement and remove broken chairs to our skip at Menzies.
- Libraries please let us know if you have broken items we can fit in the skip. When the rubbish one is full we will then get a metal only recycling skip.

## **Monographs – Tina Anderson, Menzies Library (CAD)**

- CSU Students will be visiting Menzies library on Friday morning.
- Recruitment for the vacancy in the Monos Team has reached the report writing stage and that report will be submitted to the delegate very soon. Hopefully only a few weeks away from filling that position for the remaining 18mths of the owners secondment.
- Monos orders and streaming video requests are all by and large on track coming through at a manageable level.
- This off-peak time will be good for the Monos Team to look further at our strategies for handling donations.

## **Collection & Access – Jerome O'Connor, Menzies AI**

- Wan and Jacky have finalised the Bri Lal donations. Jacky was interviewed by the ABC's Pacific Beat program about the Bri Lal donation.
- Fonny is bibliographically checking donations Papua New Guinea donations from Robin Hide's private collection.
- Wan liaising with Dr Maria Tanyog and the Philippine Embassy about a large donation of material.
- All CIA staff participated with the Menzies Library Tours during O-Week.

## **Symonston Repository - Tom Foley, Chifley Library**

- Lessor's engineers are on site for fire measurements to ensure fire separation breaks.
- The lighting is to be set up only after all shelving goes up to ease Balfrans works.
- Within the next two weeks, IT staff will come to set up the internet.
- ANU engaged architect will be on site on Wednesday to measure and document revisions made.
- As at 08/04/24 739 pallets [out of a total of 2250 packed in total] remain at National Mail & Marketing. 30 are being removed each day.
- Works are on track.
- Symonston is currently a construction zone, WHS and risk assessment to be carried out by Tom F.
- Weekly update meetings are in place.
- Hume totally packed up and cleaned in agreed manner by April 2024. Being replaced with a Gym.

## Australian Research Data Commons (ARDC) - Fiona Nelson Campbell

- Adrian Burton is on leave 8-29 April
- new staff - DevOps Manager Kiran Gautam started 3 April and Acting Liz Woods will return to her substantive role next week after a handover is completed
- new staff - Product Manager RDC Miranda Liu will start 22 April coming over to ARDC from JCMS
- we have announced last week that ARDC and DataCite will partner to deliver RAID - a service for identifying and tracking research projects and actives.
- ARDC has released a new national PID strategy 2024 which will help with the adoption of Persistent Identifiers to identify and connect entities in Australia's research and innovation ecosystem for faster and greater impact (booklet is available)

## NTEU Rep – Ivo Lovric, Chifley Library

- The ANU NTEU branch continues its Fix My Contract Campaign which involves pursuing conversions collectively - the most effective way to fix systemic problems with the use of fixed-term contracts at universities and maximise the number of members who are converted to ongoing employment.
- As part of the recent Universities Accord recommendations the NTEU's views are reflected in recommendations relating to the need for curbing VC pay; the need to reform university governance; the need to reverse the Job Ready Graduates Program changes made by the Coalition; reform of research funding arrangements and the need to address concerns relating to insecure employment as a threat to the sector.
- The ANU NTEU Branch Committee has endorsed Sue Sharpe and Zoe Bowman to run for election as professional staff representatives on the ANU Academic Board.
- In recent weeks the ANU NTEU Branch has held townhall meetings with casual, general and academic staff to discuss enforcement campaigns associated with claims that were won following the conclusion of the recent enterprise bargaining round.
- In the first quarter of 2024 the NTEU ACT Division held an Aboriginal and Torres Strait Islander Forum, was involved in the Palm Sunday Rally for Refugees, encouraged participation in the "No to the racist deportation Bill" (i.e., changes to the Migration ACT) and most recently (today at 12pm), a rally outside the Department of Foreign Affairs and Trade to protest against the deaths of aid workers in Palestine.

Archives and Records - no report received.

ANU Press - no report received as Sarah Sky is on Parental Leave.

## Part 3. Other business

### Other Business

- Asset Register: F&BS have supplied the SIS assets from the University's register. Work has commenced on a list of portable and attractive items for use by SIS staff.
- Maps online went offline on 7 Dec 2023 and is now back online.
- New study rooms designed to meet the needs of Neuro-diverse people on level 1 Chifley near completion after consultation with Access and Inclusion and ANUSA Disability.

## Part 4. Next meeting and action items

The next meeting is scheduled for 2.00pm Tuesday 11<sup>th</sup> June 2024 in the Graneek Room, Chifley Library.



#### 4.1 New and ongoing action items

Action ID	Description	Responsibility	Status	Notes
#1	Draft SIS Plan needs Glossary of Acronyms	Dinah Withey	To be reviewed when Business plan is finalised	Suggested by Candida Spence
#2	Add SIS HSRs on the printed emergency personnel charts in each library	Tom Foley		Suggested by Jo Boyanton
#3	Tour of Symonston for HSRs	Tom Foley		Early May after school holidays
#4	Report from WHS (Sheren Al-Obaidi) on tips and tools for preventing Repetitive Strain Injury, such as Workrave.	Tom Foley		Suggested by Tina Anderson

#### 4.2 Completed action items

Item minutes

Action ID	Description	Responsibility	Status	Notes