

**Notes from meeting of the Library Services Consultative Group  
April 30, 2003**

**In attendance:**

Lynne Benton, Executive Director Education Services  
Dr. John Tate, Business and Law  
Professor Brian Fraser, Science and Information Technology  
Dr Harvey Mitchell, Engineering and Built Environment  
Ms Kathy Byrne, Health  
Vanessa Bowden, President NUSA  
Gavin Hazell, President NUPSA  
Kelly O'Connor, Kristy-Lee Trajcevski Adaptive Technology  
Education Services : Anne Robinson, Ann Stokes, Debbie Booth, Vicki Picasso, Alison Rigby, Katie Smith, Cathy Meany, Charmian Eckersley

**Apologies:** Greg Anderson, Marion Wilson

Lynne opened the meeting and summarised the consultation process thus far and reminded the Group of a SIF criteria to demonstrate cost savings to operational budgets.

Lynne also thanked the meeting for the accepting the postponement of the meeting due to her sick leave.

The recommendation *' that the proposal according to the Discussion paper be ratified, and the detailed planning and implementation of preliminary elements be started to enable convergence of Huxley service points by 1<sup>st</sup> semester 2003, continued consultation and installation of the Information Commons to Auchmuty by late 2003 '* approved by the Vice-Chancellor was circulated at the meeting.

**Progress to date :**

- Implemented the integration of 3 service points in the Huxley Library whilst maintaining a quality service and addressing OH&S concerns for staff.
- Consultation with architect on the plans for the Information Commons.
- Continued consultation with stakeholders including representatives from Adaptive Technology, Law and Health.
- Consultation between stakeholders on the merging of the Health and Law service points in the Auchmuty Library.
- Responding to informal feedback from Huxley Library service users.

Alison Rigby gave an overview on the planning of space in the Auchmuty Library.

**Level 2**

- The Law Library to be moved to Level 3 to allow the installation of the Information Commons on Level 2.

**Level 3**

- Law Library, moot room, Law Librarian's office, group study rooms, combined law/health service point
- Health Library to remain in current position.
- Adaptive Technology moving to area behind Videoconference Room on Level 2.
- Merged office space for the Information Services Officers.
- Reconfiguration of space to allow for enlarged Medical Reserve area
- Electronic doors and security to law and health collections

#### Level 4

- Sound proofed group study rooms
- Staff meeting room

Discussions ensued on the following:

- Location of merged desk
- specialist staffing at merged desk
- Clarification of the role merged desk
- Configuration of PCs in the law area
- Relocation of Adaptive Technology
- Weeding of law collection

Presentation by Vicki Picasso on the concept of the Information Commons in Auchmuty Library. – still in planning stage with architect. The Information Commons will have a different look and feel to the traditional library.

- Virtual environment – scholarly information resources, online help/tutorials,
- Physical environment - group and collaborative workspaces, individual spaces, training rooms, ready reference collection, information desk
- Facilities and equipment – 60-80 PCs, MACs, facilities for laptops, laptop loans, scanners, self-check out units
- Services – Rovers, information desk, 12 seat training lab, express lane, 24/7 access

Summary of issues and statements from meeting.

1. John Tate tabled the following email from Neil Foster.

*I'm just writing to let you know of some feedback I've received on the relocation of the Law Library to level 2 of Auchmuty. In general no-one in the Law School has raised any particular concerns about the current proposal. But one member of staff indicated that it would be good for the Library to put in place some sort of workload monitoring system to ensure that with the effective reduction of staff on the Law desk (especially given that the shared Desk will now have responsibilities for Medicine too) students were not facing difficulty finding help, and/or the staff members concerned were not being overloaded. This would be especially important at key times such as the beginning of semester (especially semester 1 next year). Can you seek an undertaking of some sort at the next Consultative Group meeting that attention will be paid to this issue? Neil Foster*

#### **ACTION: Lynne to draft response to Neil Foster.**

The Group was advised workload monitoring and OH&S issues management for library staff are routine practice, for example we are presently running focus groups for Huxley desk staff to monitor any impact of recent changes. This practice will continue for the new environments in Auchmuty and the Group will be briefed. The group was also advised that special attention will be paid to any user feedback relating to the new environments and the Group will be similarly briefed.

2. Potential for further enlargement of Med Reserve area at a future date.
3. This group to continue to evaluate the implementation of the Information Commons and changes in the Auchmuty library - possibly each semester or as substantive reports on progress are available.
4. Architect to brief group when plans have been drawn up
5. Inform stakeholders of the implementation schedule via consultations, information on website, displays etc

6. Continue to provide a top-level library service within budgetary constraints
7. Education Services Information Commons Project committee to ensure corporate memory held by Library staff will well inform decisions about physical changes to Library facilities.
8. Lynne voiced appreciation to group for their constructive comments and support.

Meeting closed 2:20pm