

# PAPER

TITLE        Library workforce plan for 2014/2015  
DATE         12 June 2014  
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## Background

The Library is developing a workforce plan to enable staff development opportunities to be implemented that will support skills, abilities and expertise required for the delivery of high quality services from the ANU Library.

A Workforce Plan for 2014/15 has been developed and is attached.

The plan recommends that

- workforce development focus be on digital competencies (
- workforce development focus on “growing our own” through developing the skills of current staff,
  - Fostering support for staff to attend a variety of activities and sharing knowledge and information from attendance at these events
  - Organising low cost events that optimise staff knowledge development in digital competencies.
- Pilot internal development through job rotation scheme for ANU05 staff in 2014
- Expand the Archive volunteer program to a whole of Library program.
- Internships be trialled including with external organisations.

## Consultation

The Library is seeking your feedback to the proposals outlined in the Workforce Plan 2014/15.

In detail the proposals are:

- 1. That the workforce development focus be on digital competencies to support the requirements of the library’s clients and meet the needs of the current and future environment.**

**Purpose:** To develop abilities, skills and knowledge that supports the increasing use of library resources and products through the online environment.

**Summary of client aspects:** Use of the library collection is currently 12.5:1 print versus electronic. Digital initiatives implemented in the last year include online access to the archives collection through the ICA-Atom system, an automated interlibrary loan requesting system, new websites for easier access to library, archive and records information, a new website for the ANU eView titles.

**Library staff to be included:** All Library staff including Library, Archives, records and ANU Press.

**Activities:**

1. Training events such as Data citation seminar
2. Participation in the development of online guides and services such as “how to” guides
3. Attendance at relevant ANU organised activities.
4. Guest lectures such as that planned for 18 June by Professor Miles Taylor.

**2. That workforce development focus on “growing our own” through developing the skills of current staff,**

- a. *Fostering support for staff to attend a variety of activities and sharing knowledge and information from attendance at these events*
- b. *Organising low cost events that optimise staff knowledge development in digital competencies.*

**Purpose:** To develop abilities, skills and knowledge that supports the multiskilling and development of knowledge.

**Library staff to be included:** All Library staff including Library, Archives, records and ANU Press.

**Activities:**

1. Training events such as talks from vesting experts such as JoAnne Sparks, University Librarian, Macquarie University and performance training to be given by HRS.
2. Sharing of information from events attended by ANU Library staff such as conference seminars and discussions.
3. Sharing of information from projects in which by ANU Library staff participate.
4. Attendance at relevant ANU organised activities.

**3. Pilot internal development through job rotation scheme for ANU05 staff in 2014.**

**Purpose:** To develop abilities, skills and knowledge through job rotation.

**Library staff to be included:** All ANU05 Library staff including Library, Archives, records and ANU Press. Note that there are no ANU05 staff at present in Archives.

**Activities:**

1. Job rotation pilot. (see plan for details)

**4. Expand the Archive volunteer program to a whole of Library program.**

**Purpose:** To improve accessibility and ongoing use of library and archives collections, create community engagement and enable staff to develop through discussion with experts.

**Activities:**

1. Volunteer scheme with specific projects that would not be undertaken without volunteers.

**5. Internships be trialled including with external organisations.**

**Purpose:** To improve knowledge of library work and assist in community engagement, including with international organisations.

**Activities:**

1. Internship. (see plan for details)

## Consultation process

Comments are sought by Tuesday 15 July on the proposed workforce plan and recommendations.

Comments should be sent to

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