It is with great pleasure that I welcome you to the Library’s Year in Review 2013. This is the first Year in Review that the Library has produced for many years. The Library has always produced and reported on the activities via our Operational Plans, however we thought this year we’d take it to the next level. Libraries have become complex organisations. Gone are the days of our activities being limited to providing access to a vast physical collection of printed monographs and journals. Academic libraries nowadays are predominantly about electronic as opposed to print collections, curation as opposed to ownership, spaces for learning as opposed to shelving, specialist as opposed to generalist collections, and a suite of highly proactive, client-focussed services for both students and staff, that are integral to the teaching, learning, and research functions of the University. However these integral services are often seamless and sometimes go unnoticed by our clients. So we thought by producing a targeted Year in Review, utilising the four pillars from the University’s Strategic Plan, we could highlight the vast range of our activities.

One of our major activities during 2013 was the creation of the Library’s Three Year Plan: Library 2017. Academic libraries are still in a state of flux, affected by the changes noted above, and we need to ensure relevance in the future. What services will be required by 2017, and what skills will library and information workers need to have to deliver these services? We held a library staff planning session mid-year, facilitated by a local consultancy firm, where we looked at our current staffing profile, what services we currently offer, what we could stop offering and what we need to offer. The plan will be finalised early 2014 when we will be looking at the skills profile of Library staff in 2017 and how we will ensure we have the right staff for the future library.

I hope you enjoy this Year in Review and can appreciate the value the Library brings to the University. The success of Library services is due, in no small way, to our wonderful staff who continue to provide high quality services to our clients … always with a smile!

I would like to acknowledge that hard work of Library staff members, Jayshree Mamto and Anne Wilson, in preparing this Year in Review, and to the staff of the CDU Office of Media, Advancement and Community Engagement for their assistance with design and layout.

Ruth Quinn
Director Library Services
SNAPSHOT

**january**
- Orientation at CDU project
- Exam papers into eSpace
- Implementation of recommendations from student IT project on usability of Summon

**february**
- Welcome to New Students LibGuide
- Orientation activities
- Marketing and Communications & Library Spaces Working Groups + Plans

**march**
- Study skills drop-in sessions
- Beagle Deck and new silent study room
- 10 Tools challenges
- Graduate Trainee

**april**
- RFID pilot (Innovation Grant)
- Beagle Kiosk (Innovation Grant)

**may**
- University Medal – Matthew Grant
- Historical photographs in eSpace

**june**
- Workforce planning
- Re-Usable eLearning Objects Project (Innovation SAF)

**july**
- Wellness Week
- Indigenous scholarship (SAGE)
- eReadings into eSpace

**august**
- Periodicals to Store
- 2nd Tuesday Book Club
- CDU Open Day

**september**
- Researcher Identifier Project
- Visits and workshops at new CDU Sydney Learning Centre

**october**
- Pedometer challenge
- Indigenous work experience program
- Open Access Week
- ALIA Top End Symposium

**november**
- RFID project presentation to Executive management
- Format shifting project
- VC Excellence and Long Service Awards

**december**
- OLS strategic plan
- Merit and Staff Development Awards
In 2013, the Library continued to consolidate its support for learning and teaching. Many of our activities were informed by feedback from the biennial Library Client Survey conducted in 2012. We increased the profile of our Liaison Librarians through closer, more proactive partnerships with academic staff across both faculties and all VET Divisions. We continued to build electronic resource collections which directly support the programs offered by the University. Face-to-face and online information literacy sessions doubled as did the number of participants, and a range of new study spaces were opened up to students.

New Drop-In Service
A new Drop-In service was introduced at Casuarina Campus, and staffed by the Liaison Librarians together with the Academic Language and Learning Success (ALLSP) Program team from the School of Academic Language and Learning (SALL). The ALLSP team also offered an after-hours service from the Drop-In Room primarily for students studying by distance. Funding from the Student Services Amenities Fees (SSAF) enabled the Library to work with SALL to provide academic support from the Library. This funding also covers return postage of Library materials mailed out to external students.

Initially there was an average of five enquiries fielded by the Liaison Librarians in the room per day, ranging from complex queries about researching skills, searching techniques, referencing and EndNote, to quick, short requests. The busy times in the Drop-In Room in the chart below reflect due-dates for assignments. We anticipate an increase in demand as the service becomes more widely promoted.
INFORMATION LITERACY

**Services to CDU Sydney and Melbourne Learning Centres**
During 2013 the Library consolidated its support to the newly created Sydney and Melbourne Learning Centres. This included the development of specific resources and a visit by the Law and Business Liaison Librarian to the Sydney Learning Centre, where assistance was provided to new students and academic staff in the form of workshops and one-on-one consultations.

**Workshops and Consultations**
2013 witnessed a dramatic increase in the number of information literacy sessions conducted by Liaison and Research Services Librarians. In 2013, 601 workshops were delivered to a total of 6,274 participants compared to 227 workshops and 2767 participants in 2012. The workshops were delivered both face-to-face and online via Collaborate.

**Working with International Students**
The Library continued to work closely with International House Darwin (IHD), the on-campus student hall of residence, to offer on-site support to international students in particular, on the use of Summon, our resource discovery tool, the eBook collection, and referencing. The Library also facilitated a number “reading for pleasure” sessions in IHD’s community room including the Second Tuesday Book Club. All sessions were well received by students and contributed to the image of the Library as a friendly, welcoming place.

**Re-Usable Learning Objects**
In May, the Library was successful in winning a $10,000 Innovation@CDU-SAF (Structural Advancement Fund) grant from the Office of Learning & Teaching. The project aimed to create a number of accessible, re-usable, multimedia, information literacy resources with the potential to improve undergraduate, postgraduate, internal and external student learning opportunities and experiences in all discipline areas. This project was led by the Liaison and Academic Support Coordinator in partnership with a Senior IT Lecturer from the School of Engineering and Information Technology. An IT graduate was recruited to create the videos. Two topics were identified for resource creation - Referencing skills (in production) and Using library databases (scheduled for 2014).
Copyright
2013 saw the establishment of the Copyright Reference Group, comprising staff from within and outside Library Services. The idea of establishing the group was to extend knowledge of copyright in the tertiary environment across the University, especially the operation of the educational licence provisions of the Copyright Act. Members of the group included the Library, Office of Learning and Teaching, and each of the two HE faculties. Two meetings were held in 2013 where plagiarism and promotional activities especially for new academic staff, were discussed, as well as the Australian Law Review Commission’s review into copyright. The Copyright@CDU website was updated early in 2013 to include additional content and improve navigation. This was done with the assistance of third-year IT students who, a couple of years earlier, had carried out a review of the website as part of their IT studies.

The Library successfully managed the audit of the use of third-party electronic resources provided to students as part of the University’s adherence to the educational licence provisions of the Copyright Act.

Website
Some work was undertaken on the Library homepage as a result of a project undertaken by a final year IT student on the usability of Summon, our discovery tool. There was also an increase in the number of clients accessing the website via mobile devices as demonstrated by the graph below:

LibGuides
A range of 21 new LibGuides were published based on need for additional subject specific resources. Usage of existing LibGuides continued to rise. Total LibGuide views for 2013 were 166,230 compared to 136,739 in 2012. The graph below shows the peak period for usage was in March 2013:
**Format shifting**
A pilot project to format shift the Library’s VHS video collections to DVD was started. Those items where copyright was owned by the University were processed first, followed by resources of historical value and significance to the University such as those with Northern Territory or Indigenous content. Items commercially available were purchased and, at the end of 2013, the Library started to identify items that were no longer commercially available, and where permission to copy from the copyright owners was required.

**eReadings Collection**
2013 saw a reduction in requests for student online readings because of a policy change to streamline more efficient use of the Library’s resources. This included a decision to discontinue the practice of adding student readings to the eReadings Collections when they were available through the Library’s online databases or through CDU eSpace, the University’s Institutional Repository.

**Print Collections**
The Library continued to downsize its print collections across all campuses. Significant weeding of the monograph collections was undertaken as a part of the Library’s RFID project. A review of the Reference Collection was also undertaken with the intention of substantially reducing the size of the Collection. The Library also reviewed its collection of Loanable Periodicals, and reassessed its Last Copy procedures. Some Periodical back runs were relocated to Store.

The evaluation and weeding of all the Library’s collections in the Alice Springs Campus was completed in 2013 and the Teaching and Learning collection and the Centralian Senior College textbooks were relocated to make them more readily accessible.
LEARNING SPACES

Opening of the Beagle Deck
The Library continued its refurbishment program and the introduction of user-friendly spaces at Casuarina Campus. In response to student feedback, two new spaces were created for group work and silent study. The Beagle Deck, located on the top floor of the main campus Library, with its sea views, was opened out to students at the commencement of Semester 1. The space was generously funded by the Office of the Vice-Chancellor. The name of the space was chosen by the then VC in recognition of Charles Darwin’s library on the poop deck of his sailing ship, the Beagle.

The space has capacity for about 60 students spread across eight study tables and a laptop bench covering the length of the room with access to power for around 20 devices. The study space is intended to be flexible, with all tables, chairs, soft furnishings and whiteboards, easy to move around. A separate silent study room and two bookable seminar rooms were created adjacent to the Beagle Deck.

Alice Springs and Palmerston Campus – Spaces
At the Alice Springs Campus Library, the relocation of some library resources resulted in freeing up a room to be made available as a small group or individual quiet study space. The entrance to the Library was also refurbished as an exhibition space and will be utilised to host staff or student artworks and displays.

Palmerston Campus Library was promoted as a place with quiet study spaces; it has become highly sought after as Casuarina Campus Library has successfully developed its collaborative spaces to the extent that space is at a premium.
LEADER IN INDIGENOUS EDUCATION

CDU Library provides services and collections to support the University’s aim to be the preferred choice for Australian Indigenous students seeking further education and to be a leader in the teaching and understanding of Indigenous knowledge systems. Library staff work collaboratively with the Batchelor Institute of Indigenous Tertiary Education (BIITE), and with researchers to develop specialist resources such as the Living Archive of Aboriginal Languages (LAAL).

Support for ACIKE

The Australian Centre for Indigenous Knowledges and Education (ACIKE) was set up as a collaborative partnership between CDU and BIITE. Its establishment created new opportunities for the Liaison Librarians to engage with, and provide targeted support for Indigenous academics and students. In 2013, the Liaison Librarians worked closely with academic staff and educational designers in the development of 83 units across six courses. A number of LibGuides highlighting resources and services of particular relevance to the student cohort, were also developed. Specific orientation sessions and workshops for academics and students were delivered at Casuarina, Alice Springs and Batchelor campus libraries.

Orientation Day at ACIKE
CDU Library – SAGE Asia-Pacific Sponsorship
The Library negotiated with SAGE Asia-Pacific Publishers, a scholarship to the value of $3000 to be awarded to a CDU Indigenous Higher Degree Research student. In 2103, the scholarship was won by Kevin Dolman, an external PhD student, enrolled with ACIKE. Kevin’s research topic is: Evaluation of the effectiveness of the system responsible for the Federal Government’s significant annual expenditure on Indigenous affairs. As part of the Award, Kevin is planning to publish a journal article on his research in a Sage journal.

Living Archive of Aboriginal Languages
The Living Archive of Aboriginal Languages (LAAL) is an open access, online repository comprising digital versions of materials produced in Literature Production Centres for Northern Territory bilingual education programs in Australian Indigenous languages and English. The archive, funded by the Australian Research Council, continued to expand to include other endangered materials in NT languages, and engage people in the use of these materials. The Library Technology team worked closely with the project to assist with web design and metadata structures for the database.

Kevin Dolman with Jayshree Mamtora, Research Services Coordinator
CDU Library has significantly increased services to research staff and students in recent years. Through initiatives such as the Research Identifier and CDUeData Projects, the Open Access Week seminar, digitisation activities, and research support services, the Library is seen as an integral part of the research infrastructure of the University.

**Researcher Identifier Project**

Together with the Office of Research and Innovation, CDU Library appointed a Project Support Officer to aid the introduction of the mutually compliant ORCID (Open Researcher and Contributor Identifier) and ResearcherID systems to their research staff. The two identification systems were rolled out to all staff at the end of the year. It is anticipated that researchers and research managers will derive significant benefits from the adoption of international researcher identifiers, including increased recognition, promotion and analysis of researchers’ outputs and substantial reductions in administrative workload.

**CDUeData PROJECT**

The aim of the CDUeData Project, funded by the Australian National Data Service (ANDS), was to build research infrastructure to increase the value of CDU research data. The Project was led by the Library with support from the Office of Research and Innovation, as well as heads of faculties, schools and research centres. It resulted in the updating of the University’s policies and procedures for research data management. By the end of 2013, the revised policies and procedures were being considered by the University’s Research and Research Training Committee; the University had established workflows to manage research data and feed it to Research Data Australia (RDA) through the ReDBox and MINT software. Metadata for twelve datasets was also made available in RDA.

**Beagle Connections Kiosk Project**

In collaboration with other parts of the University, the Library submitted, and was successful in securing another Innovation@CDU grant. $7,000 was received to develop a Kiosk focusing on the achievements of Charles Darwin, the Scientist, and the links to the University and the city of Darwin. The result was Beagle Connections, a website that can also be accessed via a Kiosk computer located in the Library foyer to enable access by visitors to campus. The Project aim was to develop a website that included locally stored content plus links to external resources accessible via a physical Kiosk computer. The Project was a learning experience for staff developing and sourcing content, creating the web interface, and supporting the technology. It also presented an opportunity to work with multimedia developers who were also working on the University’s MOOC (Massive Open Online Course), Charles Darwin, Evolution and Tropical Australia.

**Historical Photograph Digitisation Project**

During 2013, the Library digitised three collections of historical photographs: CDU and Its Predecessors – the Ledwidge Collection; Shewring Collection; and the Vesteyes’ Collection. The images were lodged in the University’s Institutional Repository and are available on The National Library of Australia’s TROVE database. A bequest from the estate of Charles McKay, a Darwin ex-fireman, for the “development of library collections” was utilised to purchase equipment, materials and software for this Project.
**2013 Open Access Week Seminar**
The Library celebrated Open Access Week by organising a campus-wide seminar which focussed on: recent developments in open access in Australia; self-submission procedures into CDU eSpace; and open access mandates. This was followed by the presentation of the 2013 CDU Library Open Access Award. The Award was won by Professor Bart Currie of the Menzies School of Health Research for the most number of open access items in CDU eSpace. A new LibGuide on Open Access was also developed to coincide with the event.

**Open Access Collection continues to grow**
Through 2013 the Library’s Digital Collections Team was retraining and revising workflows in order to focus more on building CDU’s open access collection of scholarly outputs. During this period of change, the team more than doubled the OA repository collection from 189 to 529 items (not including theses).

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**Research Support**
Support for the research community continued to grow in leaps and bounds, with a significant increase in the number of workshops and consultations provided. A new Social Media for Researchers Workshop was introduced and proved to be very popular, as did the demand for EndNote training and support. Collaboration with research groups was consolidated at both the Casuarina and Alice Springs Campuses with Library staff participating in an increasing number of research committee meetings.

**Research Support Community Day 2013**
With the increasing interest in research support services in Australia and overseas, librarians from six different universities came together to plan and organise a full day of presentations for this target group, and timed it to coincide with the 2013 ALIA Information Online Conference.

The Research Support Community Day as it became known, was held as a free pre-Conference event and generated an enormous amount of interest and reached full capacity at 120 persons. The Program was varied and included a number of different themes including: reskilling for research; social media; altmetrics; open access; research data management; and a panel session on getting published.

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*Professor Giselle Byrnes, Pro Vice-Chancellor Faculty of Law, Business, Education and Arts presenting the award to Professor Bart Currie*

*Organising Committee from L to R: Therese Nolan-Brown, Griffith University; Jayshree Mamtora, Charles Darwin University (Chair); Josipa Crnic, Deakin University; Susan Robbins, University of Western Sydney; Robyn Drummond, University of New South Wales, and Rebecca Parker, Swinburne University.*
Through Technology, Marketing and Staffing initiatives, CDU Library contributes to the University’s aim to be a robust university known for its excellent staff.

TECHNOLOGY

RFID Project
In April 2013, the Library received a second Innovation@CDU grant to the sum of $10,000 to pilot the implementation of RFID technologies. The pilot included tagging of 10,000 items from the Main collection at Casuarina Campus Library; full testing of the circulation and inventory (stocktake) functions of the system with the involvement of students; testing of security gates using a number of different scenarios; creation of policies in the library management system and provision of training by Bibliotecha (RFID system vendors). Tagging of the 10,000 items was completed in July 2013 and the self-checkout machine began operating at the Main Library in Semester 2. The pilot resulted in increased knowledge of how RFID will operate in the CDU Library environment and informed a successful budget submission for 2014.

CDU Identity Management
CDU Library commenced working on a project with University IT staff, to integrate Library systems and services with the CDU identity management environment. This work will provide better data about library clients for account creation and a range of other library processes.

MARKETING

Marketing and Promotions
In 2013 the Library made the decision to focus more attention on marketing and promoting its services in a more strategic way. A Marketing and Communications Working Group, chaired by the Associate Director Client Services, and with representation from all library teams, was established and worked on a number of initiatives. A new Library Client Communications Coordinator position was set up following a review and restructure.

Open Day 2013
CDU Library participated in the campus wide Open Day with great success. A wide range of activities, inclusive of all ages, was conducted. Storytime showcased Darwin’s local author Sandra Kendall enthraling the young ones with her picture book story-telling while Marie Munkara engaged the audience by discussing her stories and the writing process. Throughout the day the Library Treasure Hunt provided the opportunities to explore Library facilities in a fun way. Several visitors took the opportunity to enter “Guess the Book Title” competition while colouring and drawing activities were very popular all day long.

Orientation
The Library was actively involved in the University’s Orientation program again in 2013; a number of activities were carried out including Building a Book Sculpture, a YouTube Challenge and a Twitter Trivia competition. All of the Orientation activities were promoted via a Library Orientation Program LibGuide. There was also a coffee and cake morning for students, and a Library stall at the University-wide exhibition during O Week.
STAFF DEVELOPMENT

In a customer service environment a workplace’s best assets are its staff.

Indigenous Apprenticeship Scheme
In 2013 our former Indigenous Apprentice, Matthew Grant, now a permanent Library Client Services Officer, was selected as the recipient of the University Medal in VET.

Wellness Week
The aim of the week was to encourage staff wellbeing through exercise, relaxation and healthy eating. A range of activities were offered over a week long period during working hours. Activities included yoga sessions, beach walk, 10 minute individual shoulder/neck massage, meditation, healthy breakfast /lunch, and Tai Chai just to name a few.

Library Legs Go Walking Pedometer Challenge
This aim of this event was to create an awareness of how important movement is in a healthy lifestyle. Staff split up into teams and with the help (or hindrance) of pedometers, tracked their every step over the month of October. The winning team “Alice Amblers” walked in excess of one million steps.

Graduate Traineeship
The Graduate Traineeship continued in 2013. Bandana Koirala, Library Client Services Officer won the Traineeship in 2013 while the previous Trainee, Rachel Klesch, took up the position of Liaison Librarian on completion of her term.

10 Tools Challenge
The 10 Tools Challenge ran over six months in a workshop format. Each month a new tool was introduced and included: How to use the Wiki, Presentation tools such as Slideshare & Prezi, Cloud Storage, Note-Taking tools and Video, Audio & Image tools.
**Conference papers**

Cummings, S 2013, ‘Reaching out to external students online’, paper presented at ALIA Information Online 2013, Brisbane, 12–14 February. 


**Publications**

**Klesch, R.**

Klesch, R, Beimers, E & Davis, W 2013, ‘Energise, enthuse, inspire: dare to be different – NGAC NLS6 bursary winners’, *Incite*, vol. 34, no. 4, p. 23

**Mamtora, J.**


Conferences Attended

8th ALIA Top End Symposium, Darwin, 4–5 October
Amanda Carlson, Andrew Chin, Barbara Coat, Anthony Hornby, Rachel Klesch, Bandana Koirala, Jayshree Mamtora, Ruth Quinn, Anne Wilson

2013 Australian Law Librarians’ Association Conference, Sydney, 23–25 September
Rachel Klesch

2013 COSA User Conference, Melbourne, 8–11 October
Amanda Carlson

2013 National Conference of Australian Institutes of Office Professionals, Adelaide, 1–3 September
Della Harris

ALIA Information Online Conference 2013, Brisbane, 12–14 February
Sally Cummings, Jayshree Mamtora

Aurora Masterclass: ‘Creative Strategy – Ideas into Implementation’, Sydney, 27 February–1 March
Anthony Hornby

eResearch Australasia 2013, Brisbane, 20–23 October
Neil Godfrey

IFLA World Library and Information Congress: 79th IFLA General Conference and Assembly, Singapore, 19–23 August
Jayshree Mamtora

New Librarians Symposium, Brisbane, 9–11 February
Sally Cummings, Rachel Klesch, Alex Williams

Open Access and Research Conference, Brisbane, 30 October–1 November
Neil Godfrey

THETA (The Higher Education Technology Agenda) 2013, Hobart, 7–10 April
Anne Wilson

Staff Awards

ALIA NT Favourite Librarian: Bernadette Royal
ALIA NT Recognition Award Nominee: Michelle Turner
CDU Library Merit Awards: Amanda Carlson (Individual), Staff Development Working Group (Team)
CDU Library Staff Development Award: Jayshree Mamtora (Presentation), Anne Wilson (Report)
CDU Long Service Award: Tita Allom (10 years), Anne Wilson (25 years)
CDU University Medal in VET: Matthew Grant
CDU Vice-Chancellor’s Award for Exceptional Performance Nominee: Jayshree Mamtora

2013 Staff Arrivals and Departures

Arrivals: Amanda Carlson, Andrew Chin, Pubudu Gunawardena, Sylvia Kalitsis, Helen Laube, Jessie Ng, Finn Parker, Lyndall Warton
Departures: Jan Black, Julie Cartwright, Sally Cummings, Grace Fu (maternity leave), Heather Moore, Suzie McGinn

Memberships

The Library belongs to the following organisations:
ARLAC (Academic and Research Libraries Acquisition Consortium)
ALIA (Australian Library and Information Association)
ALLA (Australian Law Librarians’ Association)
CAUL (Council of Australian University Libraries)
HERDSA (The Higher Education Research and Development Society of Australasia)
IATUL (International Association of Scientific and Technological University Libraries)
QULOC (Queensland University Libraries Office of Cooperation)
Library Services Working Groups

Building and OH&S Working Group
CDU eSpace Working Group
Copyright Reference Group
Collection Management Working Group
Library Spaces Working Group
Marketing and Communications Working Group
Staff Development Working Group
Web Group

Committee Representation

Director of Library Services:
  Academic Board (Observer)
  CDU Amenities
  Learning and Teaching Committee
  Research and Research Training Committee
  Timor Leste Reference Group
  Indonesian Reference Group
  Student Services and Amenities Fees
  University Operations’ Directors
Associate Director Client Services
  Learnline Steering Group
Liaison and Academic Support Team
  Course Advisory Groups

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<th>KEY LIBRARY STATISTICS</th>
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<td>Print collections total</td>
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<td>Print collections number of loans</td>
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<td>Electronic Resources</td>
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<td>eBooks – total titles</td>
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<td>eBooks – patron driven acquisitions</td>
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<td>eBook downloads</td>
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<td>eJournal fulltext downloads</td>
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<td>Institutional repository (eSpace) total records held</td>
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<td>Institutional repository (eSpace) total Open Access items held</td>
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<td><strong>CLIENT SERVICES</strong></td>
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<td>Information literacy workshops (Face to face &amp; online via Collaborate)</td>
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<td>Information literacy participants (Face to face &amp; online via Collaborate)</td>
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<td><strong>LIBRARY SPACES</strong></td>
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<td>Library visits all campuses total</td>
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Director
Office of Library Services

Associate Director
Client Services

Associate Director
Resources & Technology

Electronic Resources
Library Resources
Technology
Digital Collections
Administration
Reference & Information Services
Liaison & Academic Support
Alice Springs Librarian

Research Services Coordinator

• Coordinate the acquisition, management and access of the library’s electronic resources
• Oversee the development and maintenance of the Library’s web presence

• Advanced resource discovery, acquisitions, end-processing, payments, receipting and claiming
• Liaise with vendors/suppliers librarians/CDU community
• Cataloguing of library resources
• Interlibrary loans/document supply

• Maintains, supports and develops core library systems including the Symphony ILS and the eSpace digital repository
• First point-of-contact for library-related system problems
• Liaises with external suppliers of software systems and data
• Liaises with ITMS on library-related infrastructure issues

• Management of CDU’s repository for research publications, datasets and special research and heritage collections
• Prepare and process print resources for digitization using scanning and digital archiving hardware and software
• Process scanned files through image editing and OCR PDF software

• Provide support, advice and assist the OLS Director and Staff in matters of Administration, Finance, Facilities, Purchasing, Travel, Assets, Recruitment and Work Health and Safety
• Manage corporate credit card facilities (ProMaster) and undertake purchasing (Oracle Financials)
• Initiate and maintain procedures in above areas, coordinate Library induction packages, assist with Library publications
• Liaison with other areas of CDU and external suppliers

• Provide support for research and teaching undertaken at the University
• Provide training on the use of library resources, search techniques and referencing
• Develop interactive tutorials, videos
• Collaborate with academic staff to integrate library resources and services in the curriculum
• Library Collection Development in conjunction with academic staff
• Develop supporting content for discipline based Libguides

• Provide Reference and Information Services from Casuarina and Palmerston libraries
• Lending services
• Learning Precinct support including Printing and photocopying assistance

• Provide support for research and teaching undertaken at the University
• Organise and run research workshops, both face-to-face and online
• Provide an individual research consultation service
• Collaborate with researchers in developing collections
• Develop specialist resources