

The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 13 June 2005

- Present* Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Professor James Lunney, Professor Brian Foley, Ms Anne Fitzgerald (for Secretary), Mr Dáithí Mac Síthigh
- Apologies* Mr Michael Gleeson, Dean of Research, Ms Jean O'Hara, Ms Vivien Jenkins, Mr Charles Larkin
- In attendance* Mr John Murphy, Ms Orlagh Ennis

SECTION A

IPC/04-05/48 Minutes The Minutes of the meeting held on 06 May 2005 were approved.

IPC/04-05/49 Matters Arising

- 49.1** Under 40.2 of the minutes of 06 May, it was noted that the flat panel displays which are to be located around College were still under consideration. Consideration needs to be given to how the information provided on these systems will be maintained.
- 49.2** Under item 43 of the minutes of 06 May, it was noted that open access should be considered under PRTLI under infrastructure. It was agreed that it could also be implemented in conjunction with other Universities.
- 49.3** Under 45.1 of the minutes of 06 May, it was noted that there was no update from the Directors of Buildings' Office on the proposal to replace the current access control system. The item is to remain on the agenda.

IPC/04-05/50 2003/04 Annual Report of the Librarian

- 50.1** The Librarian introduced his Annual Report, noting that the Berkeley / Lecky / Ussher (BLU) complex was included for the first full year. Main achievements included:
- Re-design of Library web site
 - Acquisition of Eighteenth Century Content Online (ECCO)
 - Incorporation of electronic journals content into the online catalogue
 - Additional two-weeks opening during vacation
 - Enactment of UK Legal Deposit Act 2003
 - Implementation of Phase 1 of Science Foundation Ireland e-journals initiative, IReL, adding 30,000 titles to the Library's holdings
 - Establishment of the Old Library Conservation Programme
 - Acquisition of the Glucksman Collection of French political caricatures
 - Completion of additional accommodation for manuscripts processing
- 50.2** There had also been a number of challenges including:

- Lack of storage for legal deposit, College archives and other acquisitions. The Book Repository will be full in 18 months and all College Archives were now stored in commercial storage.
 - Making Research collections more accessible through cataloguing, description and preservation
 - Review and replacement of the Library Management System
 - A Conservation strategy for the Old Library building.
 - The implications of the extension of UK Legal Deposit to include electronic publications
- 50.3** The Librarian noted that a number of strategies were being put in place to address these issues.
- 50.4** Professor Lunney enquired about the impact ARAM would have on the Library. The Librarian noted that currently it would not affect the Library but it most likely will be of discussion in the future. The Vice-Provost noted that ideally costs for the Library would be shared as it is a resource that benefits all of College.
- 50.5** Vice-Provost noted that she would write to the Director of Buildings' Office regarding the lift in the Manuscripts Department which has been out of service for almost two years.
- 50.6** The issue of data connections in the Manuscripts Department was also raised but the Director of IS Services advised that it is a physical wiring problem.

IPC/04-05/51 Copyright Licence Agreement from ICLA

- 51.1** The Librarian noted that negotiations between CHIU and the Irish Copyright Agency to allow material to be copied for teaching purposes were ongoing.
- 51.2** A license fee of €3.90 per full time student per year has been agreed and paid for and teaching staff are now permitted to copy all written material by publishers with the ICLA. Notes have been posted on the web and emails have been sent notifying people that the agreement only covers hard copy material and no material should be posted on the web or sent via email.
- 51.3** The current agreement is only a partial agreement as the College endeavours to extend the agreement over time to include electronic copying.
- 51.4** CHIU and ICLA are working on a system for monitoring usage.
- 51.5** The Department of Education have provided additional funding for the licences this year but funding may be an issue in future years.
- 51.6** The Librarian undertook to circulate the draft advice note to the IPC.

IPC/04-05/52 College IT Security Policy Licences

- 52.1 IT Security Governance Model:** The Director of IS Services outlined this document which is an introduction to the Autonomous Network Licence Agreements and an overview of IT Governance in College. The IPC approved this document subject to an amendment on Page 2 (item 1, bullet point 2) – “their AMN managers” will now read “IS Services”.

- 52.2** It was agreed that all licences should identify one email address that would be monitored on a continual basis by the AMN staff.
- 52.3 TCHPC AMN Licence 2005-06:** The Director of IS Services sought approval for this licence for the Trinity Centre for High Performance Computing and outlined changes made to the licence issued last year. He noted that incidents which had occurred had all been resolved and appropriate measures to prevent further incidents had since been put in place. The Committee approved this licence subject to the addition of the name of the person responsible for the licence.
- 52.4 EEE AMN Licence 2005-06:** The Director of IS Services sought approval for this licence which is the first proposed licence agreement for the Department of Electronic and Electrical Engineering. The Committee approved this licence.
- 52.5 Computer Science AMN Licence 2005-06:** The Director of IS Services sought approval for this licence which is the first proposed licence agreement for the Department of Computer Science. The agreement included references to the School of Computer Science and Statistics however no agreement for a licence with Statistics is in place. The Committee agreed to approve this licence for the Department of Computer Science only.
- 52.6** The SU Education Officer asked how advanced discussions with Maths were. The Director of IS Services noted that discussions were difficult but there will be a conclusion soon. He also noted that substantive discussions with the Dental School had yet to begin.
- 52.7** The Director of IS Services also advised the IPC of new software which has been acquired which makes the notification of untoward traffic more readily available. He noted that a procedure is in place to ask users to investigate anomalous traffic and identify if it is appropriate. He also noted that the user will be accounted back to their Academic Department. He explained that data is retained for 28 days for statistical information, failures or abuse only.

IPC/04-05/53 Progress on eStrategy

- 53.1** The Vice-Provost informed the committee that five companies had tendered for the eStrategy and new Financial Information System. Presentations will take place on Monday, 20 June.
- 53.2** The Committee were advised that the eStrategy would be launched by the Provost on 5 July during lunchtime

IPC/04-05/54 Next Meeting The next meeting of the IPC will take place in September. There is likely to be a change in membership resulting from the new structure. The committee thanked Professor James Lunney for his contribution to the meetings during the year.

IPC/04-05/55 AOB

- 55.1** The Director of IS Services advised that IS Services have been working with Director of Buildings' Office in rolling out VOIP telephony. Vice-Provost noted that she had written to Director of Buildings' noting that IS Services should assume responsibility for telephony.

SECTION B

IPC/04-05/56 SAS Progress Report – May 2005 The committee noted the progress report for May 2005. The SU Education Officer noted that phasing in SAS put pressure on the Examinations Office which resulted in the exam timetables being late. He emphasised the need to ensure this does not happen next year. The Director of IS Services advised that as this was the first year that SAS had been run with the exams that some problems had occurred which were resolved and he did not envisage them re-occurring.

IPC/04-05/57 Minutes of sub-committees

- 57.1** The Committee noted the minutes of the IS Services Committee meeting held on 21 April 2005.
- 57.2** The Committee noted the minutes of the College Archives Committee meeting held on 24 May 2005.
- 57.3** The Committee noted the minutes of the Library Committee meeting held on 24 May 2005.

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
13 June 2005	Follow up on provision of display screens through College	Vice-Provost/James Lunney
	Invite DoB to present proposal on new Access Control system	Michael Nowlan
	Letter to Director of Buildings' re out of service lift in Manuscripts Department	Vice-Provost
	Proposal re storage of Research Data and digital repositories	Robin Adams
	Advice note on ICLA to be circulated	Robin Adams
	Ensure Security Licence amendments are made	Michael Nowlan