University of Dublin
Trinity College
Library and Information Policy Committee

Minutes of the meeting held on Monday 21st May 2012 at 15:00 in the Henry Jones Room, Old Library

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Present	Eunan O'Halpin (in the chair), Librarian (Secretary),Director of IS Services, Ms Mary A. Coffey, Professor James Wickham, College Secretary, Academic Secretary, Associate Dean of research, Professor Derek Sullivan, Students' Union Representative
Apologies	Dean of arts Humanities & Social Science, Chief Operating Officer, Professor Brian McGing, President Graduate Students' Union
In attendance:	Deputy Librarian, MIS Manager, Ms S McIntyre

SECTION A

LIPC/11-12/38   **Minutes**

The minutes of the meeting of 21st May 2012 were approved.

LIPC/11-12/39   **Matters Arising**

39.1 Virtual Learning Environment (VLE)

1. The Director of IS Services reported that significant progress has been made with this project, and at present this project is on time and on budget.

2. A person has been assigned to assist with the tidy up of modules that are migrated from the old system.

3. There is on-going communication with the GeneSIS technical team.

4. There has been a delay in the recruitment process in CLT, which may impact this project.

5. Additional Schools are looking to become involved in this project. Once this phase has been implemented, and reviewed it is hoped the scope of the project may be extended to include content from other schools

39.2 Collaborative Storage update

The librarian confirmed that a business plan for the facility is being prepared and will be presented to Executive Officers. Part of this plan will cover options for a TCD stand-alone facility in the event that the collaborative facility does not proceed.

39.3 Legal Deposit extension update

The Librarian noted that the changes to Irish legislation required to enable TCD benefit by the extension of UK Legal Deposit to electronic formats are significant. Contact has been made with the Department of Jobs, Enterprise and Innovation, in order to progress the required changes and a meeting is planned for early July.

LIPC/11-12/40   **eStrategy Update**

40.1   The Academic Secretary reported that the GeneSIS module implementation is under way. Some system bugs have been identified and are being resolved.

40.2   There is no evidence of lost applications for postgraduate places; the Academic Secretary circulated current application statistics.

40.3   The Committee noted that additional user assistance/training will be required for the staff who are accepting these applications. It was suggested that we pre-empt any problems in this area by planning additional support during the critical period.

40.4   There is no evidence of integration issues with Blackboard, at present, some process revisions to be put in placement it was agreed that the time frame of discussions on integration process to be circulated by the Academic Secretary.

LIPC/11-12/41   **Cloud Computing Strategy**

41.1   The MIS Manager presented an updated Draft Cloud Computing Policy.

41.2   The Committee agreed that the policy clearly outline the responsibility of the users to comply with legislation, College policies and good practice. Approval for use of services should not necessarily be sought but College will terminate any service which is not compliant.

41.3   The MIS Manager agreed to revise in lines with the recommendations and revert to this committee with a final version.

SECTION B

LIPC/11-12/12   Membership of the Library and Information Committee

42.1   The Librarian noted that following the last meeting it had been brought to his attention that all the School and Faculty representatives on this Committee were from the Faculty of Arts, Humanities and Social Sciences.

42.2   It was agreed that the Librarian would bring this matter to the attention of the College Secretary.

LIPC/11-12/43   Terms of Reference for Library & Archives Users' Committee

43.1   The Committee noted the change to the makeup of this subcommittee and approved the addition of an IS Services representative.

43.2   The inclusion of the minutes of the subcommittee on the LIPC website was also approved.

SECTION C

LIPC/11-12/44   Library & College Archives Annual Report 2010-11

44.1   Discussion on this was deferred to the next meeting.

44.2   The Chair noted the Library is in a very difficult financial position and the issues have long term impact on the academic role of the library, with a risk that structural damage will be done and carry grave risks to the Library's reputation nationally and internationally.

LIPC/11-12/45   IS Services Archives Annual Report 2010-11

45.1   Discussion on this was deferred to the next meeting.

LIPC/11-12/46   Minutes from Sub-committees

46.1   The Committee noted the minutes of;

- IS Services Users' Committee Meeting held on 01/05/12
- Library & Archives Users' Committee Meeting on 10/05/12

LIPC/11-12/47   Project Management Group – Top 10 Projects

47.1   The MIS Manager presented the status of the top College IT projects.

LIPC/11-12/48   Any Other Business

48.1   The Committee confirmed the meeting dates for next year as follows:

- Monday 19th November 2012 at 15:00

- Monday 14th January 2013 at 15:00

- Monday 11th March 2013 at 15:00

- Monday 20th May 2013 at: 15:00

All meetings will take place in the Henry Jones Room, Old Library.

LIPC/11-12/49   Next Meeting

Monday 19th November 2012 at 15:00 in the Henry Jones Room, Old Library.

Signed: ………………………………………………………………………

Date: ………………………………………………………………………