The University of Dublin
Trinity College

Minutes of Information Policy Committee Meeting, 06 May 2005

Present   Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Professor James Lunney, Mr Charles Larkin, Professor Brian Foley, Ms Anne Fitzgerald (for Secretary), Ms Jean O'Hara, Mr Dáithí Mac Síthigh, Ms Vivien Jenkins

Apologies   Mr Michael Gleeson, Dean of Research

In attendance   Mr John Murphy, Ms Orlagh Ennis

SECTION A

IPC/04-05/39   **Minutes** The Minutes of the meeting held on 28 February and 08 March 2005 were approved.

IPC/04-05/40   **Matters Arising**

    40.1   Under 28.2 of the minutes of 28 February, it was noted that formal approval of the Library Development Strategy had not yet been given. The Committee approved the strategy (Appendix 1)

    40.2   Under 35.1 of the minutes of 28 February, an enquiry was made as to whether any further thought had been given to the public display information service. Vice-Provost advised that there had been brief discussions but the issue of funding and responsibility had not been resolved. Reaction so far has been good and the item will remain on the agenda.

IPC/04-05/41   **e-Strategy Tender**

    41.1   Vice-Provost reported on the e-Strategy tender. The deadline is 25 May 2005 and there is expected to be a shortlist of three or four applicants. The strategy will deal with two elements: the eStrategy and the new Financial Information System.

    41.2   The IS Strategy Task Force have agreed to compile a list of preliminary questions for the interview process.

    41.3   The Vice-Provost informed the group that by request from the Provost, she will take over responsibility for the eStrategy when her term as Vice-Provost ends in July.

    41.4   The Students' Union Education Officer enquired if any other college in Ireland had implemented a similar strategy. The Vice-Provost indicated that College would be the first to take on such a challenge.

    41.5   Vice-Provost also informed the committee of the recent visits by some of the members of the IS Strategy Task Force to the University of British Columbia and the University of California at Davis to view their recent implementation of an eStrategy and new Financial Information System

respectively. She noted that the group had learned more about what not to do than what to do.

IPC/04-05/42 Security License Proposals

42.1   The Director of IS Services noted that a number of areas in College have licenses to carry out work slightly outside the aegis of the College IT Security Policy. This is to enable them to conduct research, elements of which may not be regarded as completely secure by the IT industry.

42.2   The Trinity Centre for High Performance Computing have been granted one such license. This license is due for review and renewal and will be presented at the next IPC for approval.

42.3   Work is also ongoing with Computer Science, Maths and Electronic & Electrical Engineering in order to reach agreement on licenses before the next IPC.

IPC/04-05/43 "Open Source, Open Content & Open Access" The Students' Union Education Officer reported on the document which highlights some ideas for how to maintain an open and communal approach to knowledge.

43.1   Open Access: The Librarian advised of the intention of the library to develop a Digital Archive which would provide open access. He also noted that he would be happy to endorse such a project at a national level.

43.2   Open Content: The Librarian expressed his support for Project Gutenberg. Concerns were expressed over how to enforce such a project in Ireland as we are not yet at the same stage as the US in identifying copyright and non-copyright items. It was also suggested that College reviews how copyright is signed with publishers. Currently, the individual signs the copyright but it could be beneficial for the College to sign the copyright.

43.3   Open Source: The Director of IS Services noted his support and remarked that much of College is running on open source software. He noted that Firefox will most likely be on the images currently being built for the PAC rooms. He mentioned that the statement on security breaches was not accurate as it is not possible to say that one system is more secure than another.

43.4   The IPC concluded by affirming their support for the initiative.

IPC/04-05/44 Next Meeting The next meeting will take place on Monday, 13 June at 12.00. Venue to be confirmed.

IPC/04-05/45 AOB

45.1   The committee noted the intention of the Director of Buildings' Office to seek proposals to upgrade or replace the current Access Control system. The committee agreed that a representative from the Director of Buildings' Office should attend the next meeting to outline their proposal.

SECTION B

IPC/04-05/46 **SAS Progress Report – April 2005** The committee noted the progress report for April 2005

IPC/04-05/47 **Minutes of sub-committees**
      47.1 The Committee noted the minutes of the meetings of the Information Compliance Committee held on 30 November 2004 and 1 March 2005.
      47.2 The Committee noted the minutes of the meeting of the IS Services Committee held on 24 February 2005.

LCStratDev011204

Trinity College Library Dublin

University of Dublin

Library Development Strategy

The Library's Senior Management Team has carried out a high level review of its strategic priorities. This document sets out the context and proposals on the areas to which priority should be given. The strategy will require additional information and planning before implementation.

The context of the review is a significantly changed environment in which the Library will operate over the foreseeable future. The four major factors affecting this are the College Strategic Plan, the Board's decision on Academic Structures, the forthcoming Resource Allocation Model and the reduction in the Library's pay and non-pay allocation. The effect of these changes is a need to identify changed priorities, to reallocate existing resources and to specify development areas.

1. A transparent and robust cost analysis model is required, to provide accurate information to new academic units.

2. A very significant proportion of the Library's support of College Teaching and Learning activities is provided through generated income. A policy on the Library's allocation of income generated from Visitor Services and other entrepreneurial activity will be articulated. This will recognise that the Library's income will continue to support services to the College's teaching and learning activities in line with the Strategic Plan, to a specified limit. It will further recognise the Library's wider national and international role and responsibilities and that the following development areas will receive allocations from generated income (in no order of priority).

> 2.1 Old Library Preservation Programme
> 2.2 Cataloguing and acquisition of historic research collections
> 2.3 Extension of legal deposit
> 2.4 Digitisation of resources
> 2.5 Present and Long term storage requirements
> 2.6 Retrospective catalogue conversion
> 2.7 Long Room Humanities Research Centre

The Library's policy on income generation will reflect these as priority developments and will seek additional resources from College and external sources to support these development areas.

3. The articulation of priorities within the College and changes in information provision suggest the need for some re-allocation of existing resources. The effective development and support for these priorities will also require additional staffing resources. The following priority areas have been identified:

3.1 Development of electronic services and access
To take forward the planning and implementation of electronic resources and services, development of a digitisation programme, the potential of an Open Access Institutional Archive, Web page development and Systems support. This will require a team of staff at professional and support level and capital investment on a replacement/upgrade to the present Geac Management System

3.2 Provision of information skills
To develop skills training programme, integrating with the curriculum, the Centre for Learning Technology, Broad Curriculum and Lifelong Learning initiatives in College. This will require leadership to provide co-ordination and direction and to develop the Library's image and promote services with in College

3.3 Extension to legal deposit for non-print materials
This strategic development will require significant investigation and capital investment.

3.4 Multi-media services
The provision of multi-media services are presently scattered across a number of departments, including Manuscripts, Early Printed Books and Collection Management. The operation and development of a single service point will significantly improve the level of service.

3.5 Staff development and training
There will be considerable staff development implications within the re-structuring, requiring an integrated programme and external training input

3.6 Subject Librarian structure

The completion of academic restructuring within College is likely to require some realignment of staff resources to ensure effective liaison and service development

4. An analysis of present allocation of Library resources should be carried out to identify anomalies between the present position and changed priorities. Potential areas for revision are: the balance of open and closed access collections, the implications of the Automated Bookstacks Request Service, space requirements in the Hamilton and Stearne Libraries, the role of specialist areas in Readers Services, the provision of additional opening hours and servicing out-of-office hours opening

5. The Library will carry out an analysis of projected requirements for the long-term storage of legal deposit, college archives and research acquisitions is required. Issues for consideration are the relegation of never-used material to un-serviced 'dark-store', the disposal of purchased material which is replicated by electronic formats and the policy on College departmental collections.

Robin Adams
Librarian   23 November 2004