University of Dublin
Trinity College

Library & Information Policy Committee

Minutes of the meeting held on Monday 8th November 2011 at 15.15 in the Henry Jones Room, Old Library.

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Present:	Professor Eunan O'Halpin (in the chair), Director IS Services (Acting Secretary), Ms Mary A. Coffey, College Secretary, Academic Secretary, President Graduate Students' Union, Students' Union Representative
Apologies:	Librarian, Professor Clive Williams, Professor James Wickham, Professor Brian McGing, Dean of Research, Chief Operating Officer, MIS Manager.
In attendance:	Deputy Librarian, Ms. S McIntyre

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LIPC/10-11/01   Introduction

The Chair welcomed all new committee members and confirmed the business of the committee as approved by board and outlined in the new Terms of Reference.

Section A

LIPC/10-11/02   Minutes

Minutes of the meeting of 10th June 2010 were approved.

LIPC/10-11/03   Matters Arising

03.1 Campus Smartcard System

The Director IS Services confirmed that this project was in progress. With an expected roll out of phase1 in the fourth quarter of 2011

LIPC/10-11/04   **Library and Information Policy - Sub Committees**

04.1   The committee agreed that the Director IS Services and the Deputy Librarian would provide for approval the proposed 'Terms of Reference' and Membership for the IS Services Users' Committee and The Library & Archives Users' Committee respectively.

04.2   This information is to be shared in advance of the next meeting through a Library & Information Policy Committee 'share point site' to be established by the Director IS Services

LIPC/10-11/05   **Policies to be developed**

05.1   Cloud Computing

The Director IS Services outlined the concerns regarding Cloud Computing and confirmed that he would be bringing a policy document for consideration to the next meeting of LIPC

05.2   Preservation of College Web content

The Deputy Librarian tabled a document from the Librarian outlining the importance of establishing a policy on the preservation of web content.

The Committee approved the establishment of a Web Preservation Policy Task Group, to be chaired by the Librarian or nominee. Who will report back to LIPC by May 2011 with a report on the steps required to establish and implement the policy.

LIPC/10-11/06   **Risk Register**

The Director IS Services noted that part of the Terms of Reference of the LIPC include;

"*4.2 Oversight and Advisory*
(iii) Review risk registers in relation to Library and Information Services and identify necessary action"

To facilitate this it was agreed that the Risk Registers for both the Library & IS Services will be shared through the new Library & Information Policy Committee 'share point site'.

LIPC/10-11/07   Digital Communications Strategy Group

    07.1   The Director IS Services reported on the Digital Communication Strategy Group which was established as a sub group of the Comunications Advisory Group (CAG) initially to respond to the post implementation lack of use of the *iTunes U* technologies.

    07.2   The group are now considering the podcasting, and content management technologies for the web.

    07.3   This group are also overseeing the tendering process for the new Virtual Learning Environment (VLE). Tender documents have been received and presentations from suppliers are underway. The new system should be in place for the beginning of the academic year 2011

Section B

LIPC/10-11/08   Strategic initiatives IS Services Update

The Director IS Services reported on the following IS Services strategic initiatives:

    08.1   Data Centre

The project to relocate the College Data Centre to a refurbished facility in Aras an Phiarsaigh is progressing. This is a project being run by Director of Buildings and following a Pre Qualifying Questionnaire (PQQ) the tendering process is underway. With work scheduled to commence in June 2011 for completion in September 2011

    08.2   Bio Sciences Building

This building will have a large IS Services component with increased AV facilities and student Labs. Tenders are being prepared of Unified Communications, AV support and maintenance, student computing labs support and maintenance.

    08.3   Unified Communications

The Chief Operating Officer asked for a joint paper for executive officers from the Director of buildings and the Director of IS Services on this project, this submission has been well received.

08.4   IS Services merge with High Performance Computing (HPC)

A review of IS Services and HPC recommended a merger of these two units. This is due to be considered at the next meeting of the Research Committee.

LIPC/10-11/09   Strategic initiatives Library Update

The Deputy Librarian reported on the following Library strategic initiatives:

09.1   Storage

The existing Library Storage facilities are now full and we are currently outsourcing to commercial storage. A Task Group has been created with the Library, Director of Buildings and Treasures Office representation, tasked to produce a specification document for the tendering process.

09.2   Legal Deposit Extension

The UK Legislation which will extend Legal Deposit to electronic publications is due to be put before the UK House of Parliament in early 2011. In this legislation there is a requirement to demonstrate that Irish Law offers the same level of protection in a number of areas as the UK law. College is at risk of losing access to UK electronic publications through Legal Deposit; unless we can provide assurances that we can adhere to the legal requirements of the UK Act. We are collaborating with the College's legal advisors to identify a means of providing this assurance.

09.3   Manuscripts & Archives Research Library On-line Catalogue (MARLOC)

MARLOC is due to have its official launch before the end of the year.

The Deputy Librarian is to report to the next meeting regarding a means for application to prioritise a collection for entry to MARLOC

09.4   Digital Resources & Imaging Services (DRIS)

DRIS have been digitising various Library collections and have recently been funded through The Europeana Travel project to digitise some of our travel Manuscripts Collection. Going forward the service is to be part funded by income raised through the *'Images for a Nation'* fundraising project.

<div align="center">Section C</div>

LIPC/10-11/10   **Library and Information Policy Committee Future Meetings**

The Committee agreed the following dates for future meetings:

Thursday 20th January 2011 at 14.00

Thursday 31st March 2011 at 14.00

Thursday 12th May 2011 at 14.00

LIPC/10-11/11   **Minutes from sub-committees**

The Committee noted the minutes of;

The Web Management Committee Meeting held on 15/09/10

LIPC/10-11/12   **Web committee Annual report 2008-2009**

12.01 The College secretary confirmed there is a policy for advertising on the college website and this is available on line.

12.02 Clarification was sought regarding the term Visit 'v' Visitor

12.03 Clarification was sought regarding the term breadcrumb

LIPC/10-11/13   **Any Other Business**

The Director IS Services updated the committee on the recent issued regarding the Internet Proxy service. He confirmed that an emergency response team has been put in place. They have been working in a methodical way to resolve this problem. A new high speed proxy service is currently being introduced.

LIPC/10-11/13   **Next meeting**

Thursday 20th January 2011 at 14.00 in the Henry Jones Room, Old Library

Signed   …………………………………………

Date   ………………………………