University of Dublin

Trinity College

Library & Information Policy Committee

Minutes of the meeting held on Monday 12th March 2012 at 15.00 in the Henry Jones Room, Old Library.

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Present:	Professor Eunan O'Halpin (in the chair), Librarian (Secretary), Director of IS Services, Professor James Wickham, Professor Brian McGing, College Secretary, Students' Union Representative, President Graduate Students' Union
Apologies:	Ms Mary A. Coffey, Dean of Arts Humanities & Social Science, Academic Secretary, Dean of Research, Chief Operating Officer, Deputy Librarian,
In attendance:	MIS Manager, Ms. S McIntyre,
	For Item LIPC/11-12/29 Ms. M Flood Keeper (Collection Management)

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Section A

LIPC/11-12/26   **Minutes**

Minutes of the meeting of 16th January were approved

LIPC/11-12/27   **Matters Arising**

 27.1 Impact of budget reductions in Library & IS Services
The Students' Union Representative noted that this matter had been raised at the Library & Archives Users' Committee Meeting, and satisfactory communication was ongoing with the library.

15.2 Virtual Learning Environment (VLE)

1. The Director of IS Services circulated a draft document from the meeting of the VLE project Board meeting on 14/02/12 detailing the current status of this project.

2. The Director of IS Services confirmed there has been significant progress on this implementation, and currently the project is on time for delivery

3. There is a requirement to tidy up modules that are migrated from the current system. The Director confirmed that a temporary resource will be put in place to provide assistance with this.

4. The Director of IS Services confirmed that for future meetings this report would be circulated with the papers for noting.

LIPC/11-12/28   e-strategy update

There was nothing to report

LIPC/11-12/29   Collaborative Storage Report

29.1   The Keeper (Collection Management) presented the committee with an update on the Library collaborative storage project, following receipt of a report from the consultants on the strategic requirements. The report covered:

(i) The risk presented by the current conditions in which material is being stored, the ongoing and increasing cost of commercial storage.

(ii) Parameters of the work undertaken in the scoping exercise

(iii) Summary of the findings from this exercise and the recommendations of the consultants

29.2   The Librarian confirmed that many libraries are facing long term storage problems. The primary partners in this project are the National Library and UCD. Interest has been expressed by other research libraries in the CONUL group. The solution being considered is scalable, and has the potential to form the basis of a national repository.

29.3   The Committee noted the following from the report:

- Total shelving requirements are 142km at present, projected to be 342km in 2034.

- The preferred design is the 'Harvard' model, with high level racking and manual retrieval.

- The building would comply with international standards in fire protection and environmental control.

- The building would be constructed within the M50 corridor.

- Capital and running costs would be apportioned pro rata between the partners.

29.4 The Librarian confirmed that a business case is being prepared for Executive Officers. Subject to approval the partners would go to government seeking funding for the project as a repository for National Cultural Collections.

29.5 The committee approved the principle of a Collaborative Storage Facility on this basis.

LIPC/11-12/30   Update on extension of Legal Deposit

30.1 The Librarian presented an update regarding the Consultation on the Draft UK Legal Deposit Legislation (non-print works) and noted there is a call for comments by 18th May 2012.

30.2 The Library is preparing a response to this, confirming support and is taking steps to ensure that we meet the legislative requirements required in Ireland.

LIPC/11-12/31   Cloud computing policy

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

31.2 The committee considered a number of aspects of the document, including the relevance of the College Ethics Policy

31.3 The MIS Manager confirmed that he would seek legal advice and revert to this committee with a final version

Section B

LIPC/11-12/33   Terms of reference for Library & Archives Users' Committee

This item was deferred to the next meeting

Section C

LIPC/11-12/34   Minutes from sub-committees

The Committee noted the minutes of;
  o IS Services Users' Committee Meeting held on 21/02/12
  o Library & Archives Users' Committee Meeting 22/02/12

LIPC/11-12/35   **Project Management Group – Top 10 Projects**

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

LIPC/11-12/36   **Any Other Business**

The Chair raised the issue of security in the Library. The Librarian confirmed that College Security are investigating the feasibility of providing a service for students to have their equipment security tagged.

LIPC/11-12/37   **Next meeting**

Monday 21st May 2012 at 15.00 in the Henry Jones Room, Old Library

Signed   ………………………………………

Date   ………………………………