

## University of Dublin

### Trinity College

#### Library and Information Policy Committee

Minutes of the meeting held on Monday 14<sup>th</sup> January 2013 at 15:00 in the Henry Jones Room, Old Library

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- Present:* Professor Micheál Ó Siochrú (in the chair), Director of IS Services (Secretary), Professor Hugh Gibbons, Professor Brian McGing (for Professor James Wickham), College Secretary, Acting Librarian, Students Union Representative (Education Officer)
- Apologies:* Chief Operating Officer, Professor James Wickham, Associate Dean of Research, Academic Secretary, Professor Peter Simons, GSU President, MIS Manager IS Services
- In attendance:* Ms Kirby Anderson
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#### SECTION A

##### **LIPC/12-13/13 Minutes**

The minutes of the meeting of 19<sup>th</sup> November 2012 were approved.

##### **LIPC/12-13/14 Matters Arising**

###### **14.1 Recruitment of Librarian**

The Acting Librarian informed the Committee that the external reviewers of the Library will issue a letter expressing the need for a Librarian and recommend the Vice Provost to chair the interview panel.

###### **14.2 Library Privileges**

The Library Privileges will be discussed at the next Library and College Archives Users' Committee scheduled for Monday, 18<sup>th</sup> February 2013.

**LIPC/12-13/15 START Programme (Bursar in attendance for this discussion)**

- 15.1** The Quality Report and Internal Audit raised concerns about the existence of Committees that made Executive decisions. In order to remove any confusion, a discussion was held about the future of the Committees and the current lack of external involvement on the Library and Information Policy Committee.
- 15.2** The LIPC previously dealt with operational items but - going forward the Committee will only engage in policy oversight. The Chair mentioned that the last minutes of the LIPC show that the Committee only makes 'recommendations' and does not grant 'approvals'.
- 15.3** The future reporting structure of the Library will be changed to the Vice Provost/ CAO and the Committee welcomed this as a positive development.
- 15.4** At the next LIPC meeting, the Committee will review its own Terms of Reference, relationships with the various subcommittees and send a report to the Bursar.

**LIPC/12-13/16 ISS Annual Report 2012**

- 16.1** The Director of IS Services presented the ISS Annual Report 2012 to the Committee and welcomed any comments. The Committee welcomed the report and thanked the Director for his comments. Committee members raised a number of queries.
- 16.2** The strength of passwords will be re-evaluated as part of the Identity Management project. The current expiry period for staff passwords will remain the same until an alternative solution is available. The Director highlighted the need for strong passwords and informed the committee of recent incidents outside of College where access to peoples personal data and accounts were easily obtainable due to lack of care with passwords.
- 16.3** Some members of the committee raised queries on the new Virtual Learning Environment (Blackboard). The Director informed the committee that the move to Blackboard from Web-CT was necessary to ensure a reliable VLE platform was in place for the start of the academic year 2012-13. The responsibility for the VLE and

training and support rests with the Office of the Vice Provost and is managed by the Centre for Learning Technology. The infrastructure is now hosted off-site in Amsterdam under a managed service agreement with Blackboard. Further development of e-Learning in College and a review of e-Learning platforms is due to take place in 2013. On the question of Moodle, the Director responded that the Moodle project was a pilot and that all Moodle users had now been transferred to the Blackboard. Some committee members stated that some areas had some difficulty in transferring to the new system and the Director said he would bring the issue to the attention of the manager of the Centre for Learning Technology.

**16.4** Serious concerns were raised about repeated budget cuts in area where it is vital that College services are as comprehensive and up-to-date as possible.

**16.5** The following comment was made by the Committee; benchmarking figures should be included in the report if they are available.

**LIPC/12-13/17 College Strategic Plan**

**17.1** The Library is merely mentioned in brief in the current plan and in the Vice Provost's midterm review. The Acting Librarian will engage with the VP/CAO to ensure that the Library features much more prominently in the upcoming College Strategic Plan.

**LIPC/12-13/18 Review of Legal Deposit**

**18.1** Following the recommendation of this Committee, Board agreed to the appointment of the Acting Librarian to the group review the Legal Deposit, which includes the College Secretary and the Bursar. An external consultant, the University of Cambridge Librarian from Cambridge who has previous experience dealing with the review of legal deposits, will also form part of the team.

**18.2** The terms of reference are yet to be established but the Committee again stressed the importance not to engage simply in a cost benefit analysis. Any review should also take wider academic and reputational issues into consideration as well.

**LIPC/12-13/19 eLegal Deposit**

**19.1** The Acting Librarian is reviewing the provisions made by the National Library of Wales and the National Library of Scotland to retain ematerial relating to Wales and Scotland respectively. She will investigate whether similar provisions can be implemented in Trinity.

**LIPC/12-13/20 eStrategy Update**

**20.1** The eStrategy Update is postponed to the next LIPC meeting.

**LIPC/12-13/21 Cloud Computing Strategy**

**21.1** The documents distributed for the Cloud Computing Strategy are taken as read and the Committee are asked to forward any queries to the Director of IS Services.

**LIPC/12-13/22 Top 10 Projects**

**22.1** The documents distributed for the Top 10 Projects are taken as read and the Committee are asked to forward any queries to the Director of IS Services

**LIPC/12-13/23 Any Other Business**

**23.1** No other business was raised.

**LIPC/12-13/24 Date of Next Meeting**

Monday 4<sup>th</sup> March 2013 at 15:00 in the Henry Jones Room, Old Library

**SECTION C**

**LIPC/12-13/25 Minutes from Sub-Committees**

The Committee noted the minutes of;

- IS User Group Minutes

Signed: .....

Date: .....