# University of Dublin

# Trinity College

## Library and Information Policy Committee

Minutes of the meeting held on Monday 11<sup>th</sup> March 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), Acting Librarian, Professor Hugh Gibbons, , College Secretary, Academic Secretary, Students Union Representative (Education Officer) |
| *Apologies:* | Professor James Wickham, Professor Peter Simons |
| *In attendance:* | MIS Manager IS Services, Ms Kirby Anderson |

## SECTION A

**LIPC/12-13/26    Minutes**

The minutes of the meeting of 14<sup>th</sup> January 2013 were amended and approved.

**LIPC/12-13/27    Matters Arising**

**27.1    Library Access for Retired Staff**

The Acting Librarian advised that currently retired staff can apply to the Librarian for access to the Library. However, the Committee strongly supports the decision that all retired staff continue to have Library privileges. It was noted that access to the Library requires an ID card and that the issue of ID cards is managed by Human Resources. A document outlining the borrowing terms will need to be developed.

**27.2**    The College Solicitor contacted the Chair regarding the misuse of email by former staff and students. The Committee accepted the recommendation for TCD email for life to be a privilege and not a right, therefore TCD have the ability to remove access.

**27.3**    The College Secretary raised the issue of the inability to identify retired staff from the email address. He will report back at the next LIPC meeting.

**27.4** **Review of Legal Deposit**

The first meeting is scheduled for Monday 25th March.

**27.5** **eLegal Deposit**

The National Library of Scotland and the National Library of Wales have nodes which mirror the entire content of eLegal Deposit in the British Library.

**27.6** Trinity College are partnering with the National Library of Ireland and will investigate a single portal for Irish eContent. There is no legislation regarding eLegal Deposit as it is voluntary.

**27.7** There is a cost element involved in setting up a node for Trinity College which would include the capital infrastructure expense. There is no benefit to this provision, as Trinity College will have the same access as six other Libraries to the material in the British Library.

**LIPC/12-13/28** **Terms of Reference**

**28.1** The Chair discussed the new structure under START, as previously advised by the Bursar. The Bursar will compile a report on the relevant Committees for Board with the assistance from the Chairs of each Principal Committee. The Committee noted that there is a lack of clarity regarding the amendments needed and have requested a document stating the necessary amendments in order to review the Terms of Reference for LIPC.

**28.2** The Committee noted that LIPC and its sub committees were recently reformed and the Terms of Reference reflected this. Previously operational items were dealt with by LIPC however the remit has been amended to only deal with policy matters.

**28.3** The majority of the Committee agreed that the Terms of Reference are sufficient as they stand. There was some disagreement, however, regarding the wording. The Committee agreed that the Terms of Reference can be reviewed once the Bursar has supplied further information regarding the amendments.

**LIPC/12-13/29** **Library Strategy/2013 Challenges**

**29.1** The Library Strategy/2013 Challenges is embedded in the Library Annual Report.

**LIPC/12-13/30**    **Library Annual Report**

    **30.1**    The Acting Librarian presented the Library Annual Report to the Committee and welcomed any comments. The Committee welcomed the report and thanked the Acting Librarian for her comments. Committee members raised a number of queries.

    **30.2**    It was noted that the reduction in download/usage costs are due to good negotiations of consortia deals and reduced prices from large distributors.

    **30.3**    The Acting Librarian advised that the breadth of self-services will be reviewed during the summer. Currently self-service is running at 50% and this needs to be increased to 90%. The Vice Provost and CAO have committed to the 2011/2012 resources budget for the purchase of books and periodicals which is especially important given our e-Resources commitments for 2012/2013.

    **30.4**    The Chair raised concerns regarding the reduction in the non-pay budget. The Director of IS Services mentioned the IS Services requirements to cut costs in similar areas. It was noted that services in both areas will need to be reduced in order to meet the budget reductions.

    **30.5**    Future commercialisation income will be under the remit of the Director of Commercialisation. The Library will use the Annual Budgetary Cycle to arrive at its operational needs in running the Library. The Chair will raise the Committee's concern regarding base line budgeting and the ABC with Board, as there may be serious implications (including reputational) involved.

    **30.6**    The Acting Librarian has responded to the Library Quality Review Report of the external reviewers. This has gone to the Quality Office and is awaiting comments from the Provost and the COO. The Acting Librarian will update the Committee at the next LIPC meeting.

**LIPC/12-13/31**    **eStrategy Update**

    **31.1**    As the COO was not present the eStrategy update was postponed to the next LIPC meeting.

**LIPC/12-13/32     VLE**

**32.1**     The Director of IS Services advised that after consultation with the Chair of the Project Board, the migration phase of the project is now completed and the Board will be disbanded.

**LIPC/12-13/33     Any Other Business**

**33.1**     No other business was raised.

**LIPC/12-13/34     Date of Next Meeting**

Monday 20th May 2013 at 15:00 in the Henry Jones Room, Old Library


**SECTION B**

**LIPC/12-13/35     Minutes from Sub-Committees**

The Committee noted the minutes of;

- Library and College Archives Users Committee


Signed:   …………………………………………………………………………

Date:     …………………………………………………………………………