

## University of Dublin

### Trinity College

#### Library and Information Policy Committee

Minutes of the meeting held on Monday 20<sup>th</sup> May 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, Dean of Arts Humanities' and Social Sciences, College Secretary, Professor Brian McGing, Students Union Representative (Education Officer), Graduate Students Union Representative
- Apologies:* Acting Librarian, Professor Peter Simons, Academic Secretary
- In attendance:* MIS Manager IS Services, College Solicitor, Keeper (Collection Management), Sub Librarian, Ms Kirby Anderson
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#### SECTION A

##### **LIPC/12-13/36 Minutes**

The minutes of the meeting of 11<sup>th</sup> March 2013 were amended and approved.

##### **LIPC/12-13/37 Matters Arising**

There were no matters arising.

##### **LIPC/12-13/38 Cloud Computing & Personal Data**

- 38.1** The proposed cloud computing policy for the College is based on a UK model. The Director of IS Services advised that the Irish Government has published a cloud strategy and appointed a Chief Information Officer. The Shared Services Director will be appointed soon.
- 38.2** The Committee agreed that staff and students should be made aware of the implications when using free cloud services. The MIS Manager will create a briefing document for publication.

- 38.3** The MS Dynamics CRM is in pilot phase with Office of Global Relations and the Careers Advisory Service. The College Solicitor is clarifying the personal data queries that have been raised. A number of options from other providers are currently under review. It has not yet been decided if staff email will be moved to the cloud or not but a proposal will be brought to Executive Officers in August 2013. The Virtual Learning Environment (VLE) is a cloud based service managed by Blackboard in Amsterdam.
- 38.4** The Data Commissioner advised that once the cloud is based in the EU, the data is governed by EU Law. If the cloud is based outside the EU it should be based within one of the 'safe harbour countries' such as the United States. If the cloud is based outside the safe harbour countries, the data will need to be controlled by contract. The College Solicitor confirmed that the CRM data will not move outside the EU.
- 38.5** The College Solicitor advised the Committee that new regulations are due to be published. As the regulations will be issued by the EU they will be implemented in Ireland. There has been little change to data protection since 2003, the most recent change is the Cookies Policy.
- 38.6** The Committee recommends that Board approve the new Cookies Policy. The Committee also advised the College Solicitor to start on the practical implications while waiting for approval by Board.

**LIPC/12-13/39 Library Quality Review**

- 39.1** The Chair noted with some concern the lack of representation from the Humanities on the panel for the recruitment of the new Librarian.
- 39.2** The Keeper (Collection Management) advised the Committee that the previous Librarian delayed the storage project until the Legal Deposit review has been completed.
- 39.3** The new process for Capital Projects requires the business plan to be presented to the CFO, COO and Bursar, and then presented to Executive Officers. The Keeper (Collection Management) will notify the Acting Librarian of the Committee's agreement to progress the business plan. The Director of IS Services noted that a project sponsor and a member of Executive Officer's is required.

- 39.4** Professor Brian McGing noted that the College Strategic Plan should not progress until the new Librarian is appointed.
- 39.5** Professor James Wickham raised concerns over the lack of resources available for Social Sciences. The Chair will raise this with the Acting Librarian.
- 39.6** The next stage of the Library Quality Review is the implementation plan which will be presented to Council early in the new Academic Year.
- 39.7** The Chair discussed the confusion regarding the process of the Quality Review reports. The College Secretary advised that the report is presented to the COO and Provost and is then presented to Board. The Provost has advised that he will accept the views of LIPC. The process is under active review

**LIPC/12-13/40 Electronic Legal Deposit (UK)**

**40.1 eLD (UK) Update**

The Keeper (Collection Management) presented eLegal Deposit to the Committee. The Chair noted that a number of people have raised concerns with the restrictions of use however, these conditions might change after the first review.

**40.2** The Students Union Representative asked about the accessibility for readers with disabilities. The Sub-Librarian advised that this will be raised with the technical group. It is thought that legislation covers access for students with disability.

**40.3** The Keeper (Collection Management) advised that previous documents are not part of eLegal Deposit, they are under the remit of the digitisation service.

**40.4** The Chair raised his concerns about the lack of Irish nodes. The Keeper (Collection Management) advised that Irish material is not in the current phase but could be in the next phase.

**40.5 Security of eLegal Deposit**

The Sub-Librarian directed the Committee to clause 4.2 and proposed LIPC as the Committee. The Sub-Librarian also directed the Committee to clause 4.3 and proposed the Director of IS Services for overall responsibility of information security. The Committee approved the document.

**LIPC/12-13/41 Library Access for Retired Staff**

- 41.1** The HR Working Group on Associated Staff (WGAS) is reviewing email and library privileges for retired staff. The paper submitted to LIPC will be submitted to Henry Rice, the chair of WGAS.
- 41.2** External access to resources is not available as some licenses do not permit it and a technical infrastructure is required to authenticate external uses. The current system is using the active directory (AD) to authenticate. The Director of IS Services advised that retired staff are categorised differently. Retired staff who have returned to Trinity College as lecturers are categorised as an employee.
- 41.3** The Committee raised its concerns regarding the access limitations. The Chair will discuss this concern with Henry Rice.
- 41.4** A limit has been set on the number of borrowed books to balance the needs of the user groups.
- 41.5** The College Secretary raised the email for life query and gave two options; set up different 'retired' email addresses or set up individual retired signatures as a provision of email access. The majority of the Committee accepted the signature option as the most practical solution, one member opposed.

**LIPC/12-13/42 Legal Deposit Review Update**

- 42.1** The Library will organise information gathering sessions which will include face to face and focus groups. Due to this, there is a time constraint and the College Secretary does not believe that it will be ready in time for Board. LIPC needs to be involved in this process and the Chair will call a special meeting, if needed, to discuss the review.
- 42.2** The Keeper (Collection Management) advised that Oxford and Cambridge receive exchequer funding for Legal Deposit but Trinity College does not.

**LIPC/12-13/43 Key eStrategy Challenges**

- 43.1** The Chair noted the confluence of key dates and the lack of resources. The Chair confirmed that the Executive Officers are preparing a document for the resource allocation model.

**43.2** The College Secretary advised the Committee that the draft Capital Projects Approval and Implementation Plan is due to be published tomorrow. The prioritising of projects is another key issue and a College wide PMO has been created to alleviate any bottlenecks. The College Secretary will raise the comments, on prioritisation, made by the Committee.

**LIPC/12-13/44 Any Other Business**

**44.1 Sub-Committee Agendas**

The LIPC Committee approved the Chairs request for sub-committees: IS User Group; Web Management Committee; Library and College Archives Users Committee; to submit proposed agendas to the Chair prior to each meeting.

**LIPC/12-13/45 Date of Meetings 2013/2014**

**45.1** The committee confirmed the meeting dates for next year as follows:

- Monday 25<sup>th</sup> November 2013 at 15:00
- Monday 27<sup>th</sup> January 2014 at 15:00
- Monday 10<sup>th</sup> March 2014 at 15:00
- Monday 19<sup>th</sup> May 2014 at 15:00

**LIPC/12-13/46 Date of Next Meeting**

Monday 25<sup>th</sup> November 2013 at 15:00 in the Henry Jones Room, Old Library

**SECTION B**

**LIPC/12-13/47 Minutes from Sub-Committees**

The Committee noted the minutes of;

- IS User Group Minutes 20130219
- Library and College Archives Users Committee 20130513

Signed: .....

Date: .....