

## University of Dublin

### Trinity College

#### Library and Information Policy Committee

Minutes of the meeting held on Monday 25<sup>th</sup> November 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), Academic Secretary, Acting Librarian, College Secretary, Students Union Representative (Education Officer), Graduate Students Union President.
- Apologies:* Chief Operating Officer, Dean of Research, Dean of Arts, Humanities and Social Sciences, Professor Hugh Gibbons
- In attendance:* MIS Manager IS Services, Celine Whelan
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#### SECTION A

##### **LIPC/13-14/01 Minutes**

The minutes of the meeting of 20<sup>th</sup> May 2013 were amended and approved.

##### **LIPC/13-14/02 Matters Arising**

###### **02.1 Implementation of Review of Legal Deposit**

The new cookie policy has been published on the College website.

###### **02.2 Proposals from Sub Committees**

The sub committees will notify the Chair of LIPC of agenda items prior to their meetings.

##### **LIPC/13-14/03 College Information Strategy**

- 03.1** The Director of IS Services presented an overview of the College Information Strategy to the Committee. To date, START governance has approved in principle a summary document outlining the main components of an Information Strategy as well as some guiding principles. Further work and collaboration will take place over the next few months and it is envisaged that the Information Strategy will be

approved and form a part of the College's new Strategic plan in 2014. The Academic Secretary queried the role of IS Services support for blended learning. The Director of IS Services responded that some initial discussions had taken place with the Associate Dean of On-line Learning and that module and course design would not be part of the IS Services brief. Further discussion with the Associate Dean will take place in December on roles and responsibilities for IS Services and CAPSL. The Chair noted that the Governance structure must be clarified and forwarded to the LIPC committee before being signed off. The Academic Secretary raised concerns regarding support module implementation with SITS and CMIS. The Director of IS Services advised that there would be integration into other systems.

- 03.2** The College Secretary raised the query about extra revenue generation. The Director of ISS responded that revenue generation was a possibility by leveraging on investment in new IT infrastructure that would be provided in 2014. The Chair raised the query about staff email being outsourced. The Director of IS Services outlined that many institutions have already taken this step. A proposal will be brought to the Executive Officer Group in 2014. IS Services are currently evaluating moving staff email to a third party provider.
- 03.3** The Chair queried whether IT officers will remain in academic areas. The Director of IS Services responded that all commodity IT services should be centralised and then evaluated as to where they should be delivered from in the future. IT staff in Schools and other areas should be focused on delivering on the IT needs of their areas and in particular complex IT support. There needs to be greater coordination in delivering IT support between IS Services and the Schools and other areas with IT support.
- 03.4** The Acting Librarian raised concerns about the naming of Information Strategy, and if the Library was to be affiliated with it. It was proposed that a representative from the Library would be required to be involved in the working group, as the Library is a key information provider. The Director of IS Services will bring this proposal to the Information Strategy working group.

**03.5** Professor Hugh Gibbons (in his absence) raised his concerns through the Chair. The key concerns was around implementing a “general policy of IT centralisation” Professor Gibbons asked that it be noted that the outcomes of such a policy is not always positive and also wanted noted that implementing such a policy could have a negative impact on Teaching and Research. Professor Gibbons (through the Chair) wanted it noted that the Information Strategy did not focus enough on Open Systems and Standards. The Director of IS Services responded that the Information Strategy was still in development stage and needed completion and there will be a focus on open systems and standards where appropriate. The Chair requested that the completed Information Strategy be brought back to the LIPC for further discussion.

**LIPC/13-14/04 IS Services Annual Review 2012-13**

**04.1** The IS Services Annual Review had been circulated to all members of the LIPC in advance of the meeting. The Director commented that the brochure had been designed in-house and was in effect a summary of achievements based on the IS Services Annual Report 2012-13 which will be brought to LIPC in January 2014. The brochure received very positive feedback.

**LIPC/13-14/05 Library Quality Review Implementation Plan**

**05.1** The Library Quality Review took place in December 2012. The report was published in February 2013. There were 8 recommendations of which the Provost made 4. The Chair raised his concerns on the delay in the Quality Review and the implementation plan coming to the LIPC for consideration, and queried the process as the papers had been brought to the Library and College Archives Committee some time ago.

**05.2** The Acting Librarian discussed the recommendations from the Library Quality Review and presented the implementation plan for the Library. These included: (1) Recruitment of the Librarian & College Archivist without delay; (2) UK Print Legal Deposit Review; (3) Communication between the Library and its users and amongst its own staff; (4) START change management process; (5) Library budget line and bidding for funds structure to be implement in the context of the

commercialisation strategy; (6) New Librarian to work towards a Library strategic plan in consultation with College and Library staff; (7) Library fundraising to be expanded; (8) Library storage issues in need urgent resolution.

**05.3** The College Secretary is chairing the Legal Deposit Review group which comprises of the Bursar, Acting Librarian and external consultant Anne Jarvis, University of Cambridge. A draft report will be compiled from the results of the qualitative survey and presented to LIPC for discussion.

**05.4** The continuous improvement programme for communication, with the Library staff and end users, is now in place.

**05.5** The Library, in collaboration with Trinity Foundation, has appointed a fundraiser to seek avenues of funding to support the building of collections, access, conservation and storage. The Acting Librarian presented the business plan for storage to the Bursar and Chief Operating Officer.

#### **LIPC/13-14/06 Budget Process**

**06.1** The Director of IS Services and the Acting Librarian outlined the budgetary process in place in College and the budget reductions in each of these areas in the past four years and the impact of these cuts. The Chair commented that he was extremely concerned by these cuts and the impacts of these cuts on Teaching and Learning and Research. The Acting Librarian outlined a deficit in the Library for 2012-13 and has been addressing this deficit with both the Chief Operating Office and the Vice Provost. Based on current budget allocations for 2013-14 and the loss of income from the Library Shop the Acting Librarian predicted a further deficit for 2013-14. The Director of ISS stated that although there have been significant cuts in operational expenditure, this has been somewhat offset by investment in IT capital projects. There is however, an operational expenditure deficit predicted for 2013-14 and the Director of ISS has prepared a paper for the Chief Operating Officer for consideration by the Planning Group.

**LIPC/13-14/07 Any Other Business**

**07.1 Library and Email Access for Retired Staff**

Email for life and Library identification cards will be agreed under the 'terms and conditions' section of the Human Resources Strategy, once it has been implemented.

**07.2 Record Management Policy**

The College Secretary will review the procedure for policy documents in College. The review will incorporate data protection and legal implications of all policy documents.

**LIPC/13-14/08 Date of Next Meeting**

Monday 27<sup>th</sup> January 2014 at 15:00 in the Boardroom, House 1

**SECTION B**

**LIPC/13-14/09 Minutes from Sub-Committees**

The Committee noted the minutes of;

- Library and College Archives Users Committee 20131031

Signed: .....

Date: .....