

University of Dublin

Trinity College

Library and Information Policy Committee

Minutes of the meeting held on Monday 27th January 2014 at 15:00 in the Boardroom House 1

Present: Professor Micheál Ó Siochrú (in the chair), Director of IS Services (Secretary), Acting Librarian, College Secretary, Professor Hugh Gibbons, Dr. Eve Patten, Dean of Research, Mr. Tom Lenihan, Students Union Representative, Mr. Jack Leahy, Education Officer, Mr. Ryan Kenny, Graduate Students Union President.

Apologies: Academic Secretary, Chief Operating Officer

In attendance: Mr. Steve Elster, Acting MIS Manager IS Services, Bursar (LIPC/13-14/12), Professor John Horne (for Dean AHSS, James Wickham), Ms Mary Dunne (LIPC/13-14/11.2), Dr. Geoff Bradley, Senior IT Manager IS Services, Ms Kirby Anderson

SECTION A

LIPC/13-14/10 Minutes

10.1 The minutes of the meeting of 27th November 2013 were amended and approved.

LIPC/13-14/11 Matters Arising

11.1 College Review of UK Print Legal Deposit

The report will include feedback from internal and external stakeholders to provide for a qualitative assessment. The draft report will be presented to LIPC before going to Council and Board.

11.2 Library Access for Retired Staff

Human Resources, Information Systems Services and the Library have reached an agreement regarding Library access for retired staff, both academic and non-academic. When a staff member retires, they can request access to the Library and

some email services. The category classification is in progress. The Acting Librarian advised that it would be essential for some form of identity card to be issued. Previously retired staff can avail of the new service.

11.3 Review and Amend Structure of Minutes

The Chair requested for the structure of the minutes to change to include an action item at the end of each section. The Committee approved the change.

- **Action 11a: The Chair will present an update on Library access for retired staff to the College Board on Wednesday next.**

LIPC/13-14/12 Trinity Experience

12.1 The Bursar presented an overview of the Trinity Visitor Experience Master Plan. The aim is to conserve the Book of Kells, create exhibition spaces and create teaching galleries with access to the collections.

12.2 The master plan is a vision for tourist services and is purely for information. A wider circulation will be made to College, to gather feedback, before the plan is implemented.

12.3 All commercial money raised will be allocated to a central fund which will then be distributed to specific areas depending on the individual business cases.

12.4 The Library, a key stakeholder, raised its concerns with the master plan and has requested for further discussions to take place regarding security, flooding, storage etc. The Bursar agreed to meet with Library management before the next Board meeting.

12.5 Failte Ireland has allocated €2.7 million to the project. Further funding will become available in 2016. The National Body is interested in increasing the numbers in the culturally curios tourist category. The Bursar advised that a more detailed financial break down is available.

- **Action 12a: The Bursar will forward the financial breakdown of the Trinity Tourism Masterplan to the Acting Librarian.**
- **Action 12b: The Bursar will organise to meet with the Acting Librarian to discuss the Masterplan.**

LIPC/13-14/13 LIPC Membership

13.1 The Committee received a request from the Associate Dean for Online Education to attend the LIPC meetings for the remainder of the Academic Year. The Chair also noted that, as part of START, the Library will report to the Chief Academic Officer and suggested that the Vice Provost should attend the LIPC meetings.

- **Action 13a: The Chair will present the Committees recommendations, for the Associate Dean for Online Education and the Vice Provost to attend the LIPC Meetings, to Board.**
- **Action 13b: The College Secretary will inform the Registrar of the Committee's recommendations.**

LIPC/13-14/14 IS Services Annual Report

14.1 The Director of IS Services presented the IS Services Annual Report and Service Plan 2012/2013 to the Committee and discussed. The report complemented the summary IS Services Annual Brochure which was presented at the previous meeting. The Director focused on improvements during the year in the areas of Teaching and Learning, Research and High Performance Computing and the Student Experience. The report was received favourably.

14.2 The Director of IS Services in his role as GeneSIS Project is currently working on the completion of the G1 phase of the project. All remaining components are expected to be in place by the end of February 2014.

14.3 The Chair raised concerns at the number of concurrent new IT initiatives that are currently taking place and in particular with continuing declining budgets. The Director of IS Services advised that although operational budgets have been cut, there is funding available for some capital projects and some key initiatives have been approved such as the College Mobility Project (wireless networks) and Business Continuity/Disaster Recovery project.

14.4 The Director of IS Services, responding to a request on update on the College-wide Information Strategy, stated that he will be attending Faculty Executive meetings in the coming months to discuss the Information Strategy.

- **Action 14a: The Director of IS Services will present the G1 report at the next meeting LIPC meeting.**

LIPC/13-14/15 Access to Staff and Student IT Accounts

- 15.1** The Committee received a request from the IS Services User Group to approve the draft IT Account Access protocol document.
- 15.2** The College Secretary ensured the Committee that the number of requests for access is very low. The Director of IS Services advised that username and passwords are never issued unless specifically requested by the College Secretary's Office.
- 15.3** The Committee advised that the policy should be a remit of the College Secretary's Office. The policy must also cover the mechanisms by which permission will be granted to access an individual staff member's College IT Equipment.

- **Action 15a: The College Secretary will review the IT Account Access document and present the revised document at the next LIPC meeting.**

LIPC/13-14/16 Any Other Business

- 16.1** No other business was raised.

LIPC/13-14/17 Date of Next Meeting

- 17.1** Monday 10th March 2014 at 15:00 in the Henry Jones Room, Old Library

SECTION B

LIPC/13-14/18 Cloud Policy

- 18.1** The Committee noted and approved the;
 - Cloud Computing Policy and Guidelines
 - Cloud Policy Summary Document
- 18.2** The Cloud Computing policy is a statement of the College's commitment to ensuring that all its legal, ethical and policy compliance requirements are met in the procurement, evaluation and use of cloud services. The policy applies to all staff and students and to all agents or organisations acting for, or on behalf of, the College in the evaluation, procurement or use of cloud services.

- 18.3** The policy provides a defining of College’s confidential business data and information. The policy applies to all personal data and sensitive personal data as set out in the Data Protection Acts 1998 and 2003 and the College’s confidential business data and information. Data and information is classified into four categories and the policy defines how and if data and information in each category can be deployed in the cloud.
- 18.4** A procedure, with accompanying checklist, is provided to advise on the procurement, evaluation and use of cloud services.
- 18.5** The process for getting a cloud service designated as a College approved services for a given classification of data and information is defined along with the requirement that a procurement, evaluation and usage of cloud services is centrally approved and recorded. With the exception of a special derogation, only cloud services that meet the terms of the policy will be allowed.
- 18.6** Following approval by Board, there may be a requirement for IS Services to provide new or alternative cloud services to meet the needs of the College community going forward.

Signed:

Date: