University of Dublin

Trinity College

Library and Information Policy Committee

Minutes of the meeting held on Monday 10th March 2014 at 15:00 in the Henry Jones Room, Old Library

Present:	Professor Micheál Ó Siochrú (in the chair), Director of IS Services (Secretary), Acting Librarian, College Secretary, Professor Hugh Gibbons, Dr. Eve Patten, Academic Secretary,
Apologies:	Chief Operating Officer, Dean of Research, Dean of Arts Humanities and Social Sciences, Mr. Jack Leahy, Education Officer
In attendance:	Mr. Steve Elster, Acting MIS Manager IS Services, Dr. Bernard Meehan, Head of Research Collections & Keeper of Manuscripts (LIPC/13-14/24), Ms Kirby Anderson, Administrative Officer IS Services

SECTION A

LIPC/13-14/19 **Minutes**

19.1 The minutes of the meeting of 27th January 2014 were approved.

LIPC/13-14/20 **Matters Arising**

20.1 There were no matters arising.

LIPC/13-14/21 **Genesis G1 Phase Report**

21.1 The Director of IS Services talked to a Genesis (G1) update report that had been circulated. The report had been discussed at the Genesis Project Board meeting on the 18th February 2014. Since then, a number of key items have progressed.

21.2 The Genesis Project team are working closely with the Academic Registry on the transfer of functionality. The Director gave a status report on each module and pointed to the summary table on page 7. He also pointed out that progress, although slow, continues to be made.

21.3   As the project is in closing stage, a number of Genesis contract staff have left and TCD staff are in the process of transferring back to their substantive posts in College. Interviews are scheduled this week to recruit for a support team which is needed to work with existing SUSU staff in supporting the Academic Registry and the wider College community.

21.4   The Genesis lease on Apollo House terminates at the end of March. The Building Office has started work on the new offices for SUSU staff, who are relocating to IS Services.

21.5   The main focus for the Project Sponsor is to deliver G1 on budget and bring G1 to a close. The Director commented that it is likely that the next phase, G2, will be broken down in to a number of discrete projects and completed over a revised timeline based on priorities. A support structure will be put in place however, the Director could not confirm who will be responsible for sponsoring the next phases of the project. The Committee raised its concerns with the lack of information regarding the decision making process for immediate work required particularly as the exam season is approaching and further work required prior to G2 progression.

21.6   The Director of IS Services advised that Graeme Watson is the Chair for the SITS User Group. The first meeting has taken place and the group are scheduled to meet on 19th March to discuss the student life cycle, terms of reference, communication plan, delivery reports and other concerns raised some of which have been raised at the LIPC.

➢ **Action 21a: The Director of IS Services will highlight the LIPC key concerns to the Chief Financial Officer, who is the Executive Officer with responsibility for the project.**

➢ **Action 21b: The Chair will present the Committees concerns at Board to include the post G1 progression and governance procedures.**

➢ **Action 21c: The College Secretary will notify the Chair if the independent monitor's Genesis reports will be presented at the next Board meeting.**

LIPC/13-14/22   IT Account Access – Revised Document

22.1   The proposed policy was presented at the last LIPC meeting, held in January. The Committee were supportive of the document and requested a procedural document.

22.2   The College Secretary discussed the new procedure and advised that the individual requests are assessed on a case by case basis. Each request requires a strong justification in order to gain access to an account. The Committee agreed to the insertion of a new clause provided by the College Secretary.

22.3   Where access is granted, a report will be completed and presented to the College Secretary detailing the fulfilment of the original request.

22.4   Clarification is still needed regarding the role of the Senior Dean and the Head of HR as requesting party and authorising party.

> **Action 22a: The College Secretary will update the IT Account Access policy.**

LIPC/13-14/23   Storage Update

23.1   The Library initiated a Collaborative Storage project with the National Library of Ireland (NLI) and University College Dublin (UCD). Trinity College had already reached a critical stage in its storage capacity. Consultants were recruited, partly funded by a Mellon grant, to identify solutions.

23.2   The Acting Librarian advised that the Harvard semi-automated model was selected with an estimated cost of €40 million to build a PD5454 facility to conservation/preservation standard. Subsequently the NLI has delayed its plans and UCD decided that their storage requirement was not significant enough to warrant a €40 million project.

23.3   Trinity went on to draft a 'go it alone' business case for the storage project. The business case was presented to the Capital Resources Group (which comprises: the Bursar; the Chief Operating Officer and the Chief Financial Officer). The Acting Librarian has since received an updated template from the College Project Management Office, and once constructive feedback is received from the Bursar, the new application template will be completed and the project case resubmitted to the CRG.

23.4 It was noted that the storage situation is critical – the Santry Book Repository is full – and this has necessitated the Library using commercial storage. The Acting Librarian advised that materials that are least used are stored in commercial storage so as not to inconvenience readers.

➢ **Action 23a: The Acting Librarian will seek feedback from the Bursar so that the CRG application can be resubmitted promptly.**

LIPC/13-14/24   Trinity Tourism Masterplan – Library Concerns

24.1 The Acting Librarian introduced the document that had been circulated and explained the background of the need to: enhance the visitor experience; create a Research Collections Reading Room; continue to meet the curatorial responsibility to our manuscripts and conserve the Old Library building.

24.2 The Head of Research Collections & Keeper of Manuscripts discussed the specific concerns regarding the key recommendations in the document and advised that the Library was not consulted in a meaningful way. One of the recommendations is to relocate the Book of Kells to the basement of the Berkeley Library, however it was noted that the basement is still prone to flooding. The 'decanting' of manuscript and early printed books materials from the Old Library colonnades was also raised as a concern given that no other campus location had been identified for these valuable collections. The lack of a modern reading room for Research Collections was also highlighted as a major reputational issue.

24.3 Dr. Patten raised concerns with the implications of these factors in relation to major research funds/grants which are based on the Library's research collections. It was mentioned that the College community will also need to 'buy in' to the Trinity Tourism Masterplan.

24.4 The Trinity Masterplan was scheduled to be presented to the Board in February however it had been delayed.

24.5   The Chair then explained that the Bursar had proposed the creation of a Working Party to review the specific Library concerns related to the Trinity Tourism Masterplan. The Working Party to be chaired by the Chair of LIPC and include: the Bursar, Acting Librarian, Head of Research Collections & Keeper of Manuscripts, Keeper (Preservation & Conservation) and Director of Commercialisation.

24.6   The Committee agreed that the Working Party was a way forward on the understanding that the document would not go to Board this month. The Working Party would have a defined period of six months to complete its work.

➢ **Action 24a: The Chair will raise the concerns, noted by the Committee, to Board.**

➢ **Action 24b: The Chair will arrange for the Working Party to meet and commence its work.**

LIPC/13-14/25   College Review of UK Print Legal Deposit

25.1   The College Secretary met with the Acting Librarian and Bursar to discuss the draft report. The College Secretary expects to present the report at the next LIPC meeting.

➢ **Action 25a: The College Secretary will present the draft UK Print Legal Deposit report at the next LIPC meeting.**

LIPC/13-14/26   Any Other Business

26.1   Library and College Archivist

The Library and College Archivist has been appointed. The Vice Provost / CAO will announce details of the appointed individual to College in the coming days. The Chair of LIPC acknowledged the hard work and dedication of the Acting Librarian, in the absence of a Librarian.

26.2   Attendance

The Chair noted the lack of attendance at principal committee meetings due to conflicting meetings.

➢ **Action 26a: The Chair will raise the concern of conflicting meetings at Board.**

LIPC/13-14/27   Date of Next Meeting

   27.1   Monday 19th May 2014 at 15:00 in the Henry Jones Room, Old Library

SECTION B

LIPC/13-14/28   Minutes from Sub-Committees

   28.1   The Committee noted the minutes of;

- IS Services Users' Group Minutes 20131126

- Library and College Archives Users' Committee Minutes 20140220

Signed: ………………………………………………………………………

Date: ………………………………………………………………………