University of Dublin

Trinity College

Library and Information Policy Committee

Draft minutes of the meeting held on Monday 19th May 2014 at 15:00 in the Henry Jones Room, Old Library

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Present:	Professor Micheál Ó Siochrú (in the chair), John Murphy Director of IS Services (Secretary), Acting Librarian (Jessie Kurtz), College Secretary (John Coman), Professor Hugh Gibbons, Professor Peter Simons, Dr. Eve Patten, Mr. Ryan Kenny, Graduate Students Union President
Apologies:	Chief Operating Officer, Dean of Research (Vinny Cahill), Dean of Arts Humanities and Social Sciences (James Wickham), Academic Secretary (Patricia Callaghan), Associate Dean for Online Education (Tim Savage).
In attendance:	Mr. John Lawlor, MIS Manager IS Services, Dr. Gerard Lacey, College Bursar (LIPC/13-14/31), Ms. Arlene Healy, Sub-Librarian (Digital Systems & Services) (LIPC/13-14/), Mr. Trevor Peare, Keeper (Readers' Services) (LIPC/13-14/), Ms Kirby Anderson, Administrative Officer IS Services

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SECTION A

LIPC/13-14/29   Minutes

    29.1   The minutes of the meeting of 10th March 2014 were approved.

LIPC/13-14/30   Matters Arising

    30.1   GeneSIS Update

The G4 stage of Genesis G1 is complete and the G5 is nearing completion. This will complete the G1 phase of the Genesis Project. All of the technology has been delivered and testing is almost complete. The next step is to hand this functionality over to the Academic Registry for User Acceptance Testing (UAT). It is expected that the UAT will be completed by August 2014.

The benefits realisation process can now start with the drafting of a benefits register. The benefits realisation phase of G1 needs to link to a number of other initiatives such as START and FIS. The concerns raised by members of the LIPC regarding the G2 phase of the Genesis Project were brought to the attention of the Chief Financial Officer. The Chief Operating Officer has requested for the Director of IS Services to prepare a business case for some continuous improvements projects for G1 and to cost the delivery of the DIETS module of SITS which would permit registration to course modules.

The recruitment process for the Genesis support team (SUSU) is expected to be completed by the end of June 2014.

➢ **Action 30.1a: Director of IS Services will update the LIPC of developments with respect to Genesis at the October meeting.**

30.2   Storage Update

The strategic need for storage has been accepted, however, there is no upfront funding available from College. The storage issue has been discussed with the new Librarian, and the College Bursar has spoken to Trinity Foundation. It is expected to cost approximately €35m - €40m.

It was originally a collaborative project with UCD and the National Library, and it is noted that a national collaborative storage facility might attract government funding for a Cultural Treasury, especially during the current Decade of Commemoration (2012-2022).

LIPC/13-14/31   Trinity Visitor Experience Masterplan

31.1   The College Bursar presented the Trinity Visitor Experience Masterplan to LIPC.

31.2   The key recommendations relate to: improved visitor facilities including a campus reception area, with entrance & campus signage and digital displays at a level to match our global reputation; an 'Arts Lab' to enhance the Trinity creative education plan; an improved Book of Kells exhibition; the availability of a modern Manuscripts & Archives and Early Printed Books Reading Room; conservation of the Old Library.

31.3 Commercial revenue, which facilitates the academic mission, is expected to increase by €3.5m from tours, admissions and onsite cafes. Library revenue is expected to increase by €500k. The Failte Ireland grant of €2.7m will need to be drawn down by the end of 2016. The total cost, to complete the project, will be in the region of €16m.

31.4 The milestones that can be completed promptly will be progressed first and the milestones that require philanthropic and external funding will be staged.

LIPC/13-14/32 **Draft UK Print Legal Deposit Report**

32.1 The College Secretary acknowledged the work of the Library Task Force, which was chaired by the Acting Librarian. The Library Task Force identified costs and services and also collated user feedback.

32.2 It was noted that Trinity is the only library in Ireland with UK Print Legal Deposit and equates to approximately 80% of all printed items. The status of the Library would not have been achieved without the UK Legal Deposit.

32.3 The report includes a review of the following benefits; external income attracted by TCD's legal deposit library status; the value of the legal deposit materials received; the value of the library's services to research and teaching in TCD; the value of the library service's contribution to the College and the nation; the value to the reputation of TCD. The value of the material received every year, approximately €8m per annum, greatly outweighs the cost, €4.5m per annum.

32.4 The cost compares favourably with the equivalent costs incurred by Oxford and Cambridge, both of which receive substantial special funding from the UK Government. The Irish Government provides less than €300k each year which is less than one-tenth of the costs involved.

32.5 The UK legal deposit system was extended to cover electronic publications as well as paper publications in April 2013. It is too early to predict the degree to which paper publications will be replaced by publication in electronic only format.

32.6 Any cash savings arising will be greatly outweighed by the increased costs of acquisitions, the loss of income and the reputational and PR damage to the University. In conclusion, Trinity should remain a member of the UK legal deposit

system but should explore enhanced sources of funding for it. The report will be presented to Board.

32.7 The LIPC Committee welcomed the report but noted that further work is required on funding solutions.

LIPC/13-14/33   IT Account Access – Revised Document

33.1 The LIPC Committee approved the revised IT Account Access document.

LIPC/13-14/34   Library Annual Report

34.1 An overview of the Library Annual report is available in the Library & College Archives Users' Committee minutes LCAUC/13-14/15.

34.2 A query was raised regarding the funding for new courses for the Library. The Acting Librarian advised that a new mechanism to identify transfers via the new FIS system will be investigated.

LIPC/13-14/35   College Web Officer Membership

35.1 It was agreed that the College Web Officer will be invited, when required, to discuss particular items on the agenda.

35.2 The Director of IS Services informed the committee that the Director of Communications will write to LIPC outlining the areas where certain issues will be presented. For instance; policy issues will be presented to LIPC, user issues will be presented to the IS Services Users Group and project issues will be presented to the College PMO.

➢ **Action 35a: The Chair of LIPC will advise the Director of Communications of the decision for the College Web Officer to be invited to specific LIPC meetings depending on the agenda.**

LIPC/13-14/36   Any Other Business

36.1 **Online Access for Retired Staff**

A number of retired staff have requested off-campus access to online information resources. The Sub-Librarian (Digital Systems & Services) advised that there are licensing issues as a number of online resources are only available to current staff and students. It was also noted that it will be a Human Resources implication as the access database is managed by HR

> ➤ **Action 36a: The Library will present a paper on the issues and possible solutions at the next LIPC.**

36.2   Attendance

The Chair of LIPC thanked the Committee for their attendance and involvement over the past two years.

LIPC/13-14/37   Date of Meetings 2014/2015

- Monday, 20th October 2014
- Monday, 19th January 2015
- Monday, 9th March 2015
- Monday, 11th May 2015

LIPC/13-14/38   Date of Next Meeting

38.1   Monday 20th October 2014 at 15:00 in the Henry Jones Room, Old Library

SECTION B

LIPC/13-14/39   Minutes from Sub-Committees

39.1   The Committee noted the minutes of;

- IS Services Users' Group Minutes 20140218
- Library and College Archives Users' Committee Minutes 20140508

> ➤ **Action 39a: The LCAUC will clarify the Faculty representative members with the Faculty Deans.**

Signed: …………………………………………………………………………

Date: …………………………………………………………………………