

University of Dublin
Trinity College
Library and Information Policy Committee

Minutes of the meeting held on Monday 19th January 2015 at 15:00 in the Henry Jones Room, Old Library

- Present:* Professor Micheál Ó Siochrú (Chair), Librarian (Helen Shenton), Professor Aidan Seery, Professor Agnes Higgins, Academic Secretary (Patricia Callaghan), College Secretary (John Coman), Chief Operating Officer (Geraldine Ruane), Director of IS Services (John Murphy), Associate Dean for Online Education (Tim Savage), Deputy Librarian (Jessie Kurtz), Deputy Director IS Services (John Lawlor), Graduate Students Union President (Megan Lee), Students' Union Representative (Katie Byrne).
- Apologies:* Dean of Arts Humanities and Social Sciences (Professor Darryl Jones), Dean of Research (Vinny Cahill), Professor Eve Patten, Professor David Ditchburn.
- In attendance:* Mr. Sean O'Driscoll, Interim Director of Human Resources (LIPC/14-15/18), Ms. Maura Horan, College Web Officer (LIPC/14-15/20), Ms. Sharon McIntyre, (Secretary to the Committee).
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SECTION A

LIPC/14-15/16 Minutes

- 16.1** The minutes of the meeting of 20th October 2014 were approved.

LIPC/14-15/17 Matters Arising

17.1 FIS User Group reporting update

The Chair discussed this issue with the Chair of the User Group (CFO) and they agreed that the LIPC is not the correct reporting committee for this User Group. The CFO will investigate the possibility of the FIS User Group reporting to the Finance Committee instead.

17.2 SITS User Group reporting update

The Chair of LIPC has made the Chair of the new SITS User Group (Frank Bannister) aware that LIPC is not the correct reporting line for his committee.

17.3 Trinity Visitor Experience update

The Librarian reported that the Trinity Visitor Experience programme has two components – one led by the Director of Commercialisation and the other by the Librarian. The Library is currently in the process of recruiting a programme manager to update the options appraisal, which was last completed by Ralph Appelbaum Associates.

The Chair asked if the creation of a dedicated Manuscripts Reading Room was still in scope. The Librarian noted the aim is to have a designated study space for special collections, for both individual and group study.

17.4 Library Strategy update

The Librarian confirmed that a summary of the Library Strategy went to Board & Council in December. She is currently compiling the feedback from all groups for the final Strategy, which she plans to submit to the March meeting of Board.

The Committee noted that significant investment would be required and asked if there was any indication from College regarding such investment. The College Secretary confirmed that a number of elements in the College Strategy would require funding and Board was currently compiling a comprehensive list in order to prioritise them.

17.5 Digital Transformation Strategy Update

The Chair reported that this Committee has not yet been formed. The Director of IS Services noted there are a number of overlapping technologies that would cross the College's IT Strategy (2014-19) and a Digital Transformation strategy. The Digital Transformation strategy would be enabled by the College's IT Strategy. There are many different stakeholders that would need to be brought together in the development of a Digital Transformation strategy.

➤ **Action 17a: The Director of IS Services to report at the next meeting of LIPC**

LIPC/14-15/18 Staff E-mail Policy

- 18.1** Mr. Sean O'Driscoll, Interim Director of Human Resources presented the proposal to extend e-mail access to all staff leaving College for up to six months. The change is required to facilitate staff made redundant to access the internal application process for a six-month period. Access to this process is only possible through the use of a TCD e-mail address.
- 18.2** The College Secretary supported the proposal in principle. He wondered, however, if this access was too wide, and if the application process might be facilitated in another way? Could staff made redundant be given a different e-mail address or have their category changed to facilitate longer access?
- 18.3** The Committee agreed in principle, subject to the ability to limit the access to staff made redundant.
- **Action 18a: The Deputy Director of ISS is to investigate the options and report back to the next meeting**

LIPC/14-15/19 IT & Library Access Policy

- 19.1** The Chair noted that College needs to develop an appropriate policy for IT and Library Access.
- 19.2** The Chair proposed that the Director of ISS, the Librarian, the Academic Secretary and the Interim Director of Human Resources compile a comprehensive dossier of access requests and issues. This should be used to coordinate a coherent strategy and form a policy for Board approval. An initial dossier should be prepared for LIPC as soon as possible.
- 19.3** The Librarian noted this request was very timely and suggested an audit of access.
- **Action 19a: The Director of ISS and the Librarian to provide a time line for when this audit can be produced for LIPC.**

LIPC/14-15/20 Social Media Policy

- 20.1** Ms. Maura Horan, College Web Officer presented the updated Social Media Policy document for approval. There are no material changes to the policy - this document is intended to clarify the existing policy.

20.2 The committee recommended that in Section 5 a link to the College disciplinary procedures should be included. In Section 6, clarification of the term *best practice* was requested and clarification made between 'College Business' and 'College Activities'.

20.3 The committee approved this policy subject to the requested amendments.

LIPC/14-15/21 GeneSIS Update

21.1 The Director of ISS updated the committee on the current status of the GeneSIS (G1) project.

21.2 All software scheduled to be delivered under G1 has been delivered by the supplier Tribal and is in the final stages of testing and user acceptance. It is hoped that this will be completed by the end of March 2015.

21.3 The Final Project Board meeting for Genesis (G1) is scheduled for March 2015. This should sign off on the completion of GeneSIS (G1), subject to approval from Academic Registry, the Project Board and the College Board external representative.

21.4 The Director of ISS noted that there have been several complaints regarding the software functionality of Genesis (G1) software with many users stating the system is not intuitive or is "clunky" to use. A detailed list of these complaints has been compiled by the Dean of Undergraduate Studies and these are being reviewed by the Academic Registry and ISS staff.

A Change Enhancement Programme for the Academic Registry has been approved by Executive Officers and as part of the change process a continuous improvement initiative will be put in place to deal with some of the major system issues identified by users. This change enhancement programme will be led by Mr. Pat Millar (Managing Director, Clarion Consulting) and will report to the Chief Operating Officer. This change enhancement programme is not GeneSIS (G2). The SITS User Group will be re-launched under the Chairmanship of Professor Frank Bannister and the group will be involved in the prioritisation of system changes in this change enhancement programme.

21.5 The Director of ISS confirmed the time line for the Change Enhancement Programme is 12months, and includes the modularisation section originally scheduled to be delivered as part of GeneSIS (G2). The system enhancements will be delivered over a 24 month period based on priority.

21.6 A separate case needs to be developed for GeneSIS (G2) to provide functionality that was not included in GeneSIS (G1).

LIPC/14-15/22 Research Collections Division Report

22.1 The Librarian presented the Research Collections Division Report

22.2 The Committee noted the report and requested that an update come back to this group as an integrated part of the Library Strategy for the meeting in May.

- **Action 22a: The Librarian to provide an updated report in light of the approved Library strategy for the May meeting of LIPC.**

LIPC/14-15/23 External Membership for LIPC

23.1 The Director ISS nominated John Boland CEO of HEAnet as the IS Services external representative to LIPC.

He noted that HEAnet are a supplier to the college, appointed under the Government's procurement process but there were no competitors. This appointment is for a three year term but would need to be reviewed if circumstances changed.

The committee approved this nomination

23.2 The Librarian noted that she did not have a nomination at this time.

LIPC/14-15/24 Any Other Business

None

LIPC/14-15/25 Date of Next Meeting

25.1 Monday 9th March 2015 at 15:00 in the Henry Jones Room, Old Library.

SECTION B

LIPC/14-15/26 Minutes from Sub-Committees

- 26.1** The Committee noted the minutes of;
- Library & College Archives Users' Committee Meeting 16/10/14
 - IS Services Users' Committee Meeting 19/11/14

Signed:

Date: