University of Dublin

Trinity College

Library and Information Policy Committee

Minutes of the meeting held on Monday 9th March 2015 at 15:00 in the Henry Jones Room, Old Library Building

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

SECTION A

LIPC/14-15/27   Minutes

27.1 The minutes of the meeting of 19th January 2015 were approved.

LIPC/14-15/28   Matters Arising
28.1   External Membership of LIPC

The Chair welcomed John Boland, CEO of HEAnet Ltd, who is joining the committee as external member on behalf of IS Services.

The Librarian confirmed she has asked John McDonough, Director of the National Archives, to act as external member on behalf of the Library.

The Chair requested that Mr McDonough's biography be circulated to the group in advance on the next Board meeting to enable approval at that meeting.

➢ **Action 28a: The Librarian to circulate Mr McDonough's biography to the committee.**

28.2 IS Services Annual Report

Having circulated the IS Services Annual Summary Brochure (2013/14) at the previous meeting, the Director of IS Services noted that the full IS Services Annual Report would come to the May meeting of LIPC.

LIPC/14-15/29 Staff E-mail Policy

29.1 The Deputy Director of ISS tabled a paper in response to the request from the Interim Director of HR to extend e-mail access by 6 months, for members of staff who have been made redundant.

29.2 The College Secretary noted the paper stated in the first bullet point of page 2: *"All members of staff who have left College will continue to have an active TCD e-mail account for 6 months."* The College Secretary asked if it was possible to limit continued e-mail access to just this group?

29.3 The Deputy Director of ISS confirmed that it may be possible depending on the rules applied. However, further work with HR would be required to implement this.

29.4 The Director of ISS noted that this was a policy change and should be referred to the HR Committee for approval.

29.5 The Chair requested that this matter be referred to the HR Committee for approval.

➢ **Action 29a: The Deputy Director of ISS and the College Secretary are to raise this with the HR Committee.**

LIPC/14-15/30   Library and IT Access Policy Update

30.1   The Librarian reported that the *ad hoc* committee on Library and IT access had met. She noted that this project has generated great interest from the Library and College Archives Users' Committee (LCAUC) and, had been raised at University wide forums. The chair of LCAUC thought this IT & Library work could be the prototype for work across the University.

30.2   The first order of business is to complete an audit of all access categories currently granted. The Librarian confirmed that she would be able to report on the audit at the May meeting.

30.3   The Chair asked for a time line for the project completion. The Librarian confirmed they would be better able to speak to this at the May meeting when the audit was complete and the full scope identified.

➢   **Action 30a: The Librarian to provide timeline and scope for this work.**

LIPC/14-15/31   IT Strategy 2014-2019

31.1   The Director of ISS presented the IT Strategy & Implementation plan for 2014-2019.

31.2   The Director of ISS stated that the strategy is aligned with the College's Strategic Plan and aims to provide all enabling technologies for the strategic initiatives in the plan

31.3   The Director of ISS confirmed they are moving towards cloud-first, mobile-enabled technologies, and managed services.

31.4   The Director of ISS commented that each of the initiatives in the Strategy still have to have resourcing provided which will require an individual business case for approval by the Capital Resource Group (CRG) and Executive Officers Group (EOG) before proceeding.

31.5   The Associate Dean for Online Education noted that the *"21st Century Educational Experience"* was as yet undefined, so there may be enabling technologies that have not yet been scoped.

31.7 The Director of ISS confirmed that the IT Strategy was not defining the *"21ˢᵗ Century Educational Experience"*, but rather an enabling strategy for the Digital Transformation Strategy which would fully embrace the Trinity Education Project's IT requirements.

31.8 John Boland noted that this was a very comprehensive strategy. In light of the current environment, IT has never been as fast moving as it is now. The cloud-first initiative reduces capital exposure in favour of recurring expenditure.

31.9 The Chair expressed concern regarding the governance as outlined in the strategy, and requested further information regarding this for the next meeting.

➢ **Action 31a: The Director of ISS is to provide clarification regarding the governance for the May meeting.**

31.10 The Director of ISS confirmed that the COO is setting up a workshop to discuss the Digital Transformation Strategy, and how this can be delivered.

LIPC/14-15/32   Library Strategy - Final report

32.1 The Librarian spoke to the circulated final version of the Library Strategy, outlining the changes between this and the versions previously discussed. She outlined the extensive consultations through January and February 2015 which had reinforced the Library as being core and universal in the University and provides the gateway for a multiplicity of users.

32.2 The consultation emphasised the Library's collections as treasure house to be unlocked not just for research but for teaching and learning, and the Library should "find its way into every classroom". There is a lot of support for the Library as the "go to" and "go see" place; where research excellence is manifest, potential industry partners are taken and serendipitous encounters happen.

32.3 The Librarian highlighted the key questions posed at Executive Officer Group: "*What is the added value of the Library?*"; "*How do we catalyse research?*"

32.4 The Librarian highlighted a key difference in the latest version is that the vision is longer than five years, more like a fifteen year strategic direction. The Librarian confirmed there has been a lot of support throughout the consultations "now is the time; be bold"

32.5 The Director of ISS raised the question regarding funding and prioritisation for this. The Librarian referred to the funding streams outlined in Section 4: Prioritised Funding Strategy. The Librarian confirmed that institutional funding is essential, not least to catalyse philanthropy.

32.6 The Chair noted that the Bursar and others look to external sources. However the Library is core to the mission of the University and the institution needs to fund this.

32.7 The Chair noted that the e-legal deposit is not sufficiently visible in the strategy. The Librarian requested a bullet point to address this.

> **Action 32a: The Chair to provide a note outlining the future position on e-legal deposit.**

LIPC/14-15/33 **Any Other Business**
None

LIPC/14-15/34 **Date of Next Meeting**

34.1 Monday 11th May 2015 at 15:00 in the Henry Jones Room, Old Library Building.

SECTION B

LIPC/14-15/35 **Minutes from Sub-Committees**

35.1 The Committee deferred review of minutes to the next meeting;

Signed: ………………………………………………………………

Date: ………………………………………………………………