# Trinity College Dublin, University of Dublin

## Library and Information Policy Committee

Minutes of the meeting held on Monday 05 October 2015 at 15:00 in the Henry Jones Room, Old Library Building

| | |
|---|---|
| *Present:* | Professor Micheál Ó Siochrú (Chair), Librarian (Helen Shenton), Professor Aidan Seery (Elected Board Member), Professor David Ditchburn (Head of School),  Director of IT Services (John Murphy), College Secretary (John Coman), Professor Agnes Higgins (Vice Provost's Nominee),  Associate Dean of Research (Peter Gallagher), Students' Union Representative (Ms Molly Kenny), Deputy Director IT Services (John Lawlor), Mr John Boland (HEAnet). |
| *Apologies:* | Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Academic Secretary (Patricia Callaghan), Associate Dean for Online Education (Tim Savage),  Chief Operating Officer (Geraldine Ruane), Graduate Students' Union President (Ms Katie Crowther), Deputy Librarian (Jessie Kurtz), Mr John McDonough (National Archives). |
| *In attendance:* | Ms. Sharon McIntyre, (Secretary to the Committee), Adrian Neilan (Commercial Director) for item LIPC/15-16/03. |

## SECTION A

**LIPC/15-16/1   Minutes**

   **01.1**   The minutes of the meeting of Monday 11th May 2015 at 15:00 were approved.

**LIPC/15-16/02   Matters Arising**

   **02.1**   The Chair welcomed Associate Dean Peter Gallagher who will be representing the Dean of Research on this committee.

**02.2**   The Chair confirmed that he has been in discussion with the Provost regarding the role of Principal Committees. He noted that the business of Board is currently being restructured. Following clarification from that process he will bring the details to this committee.

**02.3**   The College Secretary noted that the change to Board with the introduction of section A2 will impact on the working of the Principal Committees. He also noted that in conjunction with Staff Development, training is available and has commenced for the Chair of Principal Committees.

**02.4**   The Director of IT Services requested clarification on the reporting chain. The chair confirmed that policy matters should be presented to Executive Officers Group (EOG), Principal Committee and then Board. It is the same process for strategy documents and annual reports.

**LIPC/15-16/03**   **Update on the Trinity Visitor Experience**

**03.1**   The Librarian updated the committee on the progress with the Trinity Visitor Experience (TVE). This programme has two strands; (i) Trailheads, led by Adrian Neilan (Commercial Director), and (ii) Library, led by the Librarian. The Librarian confirmed the programme is about the whole of Trinity not just the Old Library. The Librarian confirmed that the Library has just completed the first phase of the project, decanting the Podium Stacks; this is an enabling project which will facilitate the process of improving visitor facilities. She paid credit to Library colleagues who undertook this project, completing on time and in budget. The next phase is twofold; (i) design of an enlarged treasures exhibition, and (ii) design phase for the podium visitor facilities.

**03.2**   The Commercial Director reported the Trailheads strand is progressing. The aim of this project is to improve the points of access and first impression of Trinity.

**03.3**   The Commercial Director reported on the proposal for Book of Kells branded material. This is being undertaken in consultation with the Library which will be represented on the steering committee going forward. The Committee agreed that Library and academic oversight was important.

**03.4** The issue of communications regarding part of the Podium relocation project was raised by the Committee and the Librarian noted that lessons had been learned and this would feed into communications for future projects.

**03.5** The Committee noted that in order to maximise return the visitors needed to exit through the shop. The Librarian confirmed that the visitor circulation was a critical part of the podium design phase.

**03.6** The Committee raised the issue of scheduling work in a manner that will not disrupt the academic priorities of the College. The Librarian confirmed that this was appreciated by the project.

**03.7** The Chair raised concern that the Study Centre for Research Collections has been removed from the current planning phase, and confirmed that he would raise this matter at Board.

➢ **Action 03a: The Chair will raise the matter of the Research Collections Study Centre at Board**

**LIPC/15-16/04     IT and Library Access Policy update**

**04.1** The Librarian confirmed that on the basis of the report presented a standing group, comprised of Human Resources, IT Services, Academic Registry and the Library, would be formed to take this matter forward.

➢ **Action 04a: The Librarian is to confirm the membership and Chair of this group for the next meeting.**

**LIPC/15-16/05     Internal Audit Recommendation**

**05.1** The Director of IT Services presented this paper on the recommendation of the external auditor. The objective is to raise the issue of this risk specifically with regard to the campus systems, not cloud systems, which are covered in the College Cloud Computing Policy.

**05.2** It was agreed that education and training are an essential component of this. The possibility of including a compulsory module on the VLE in advance of gaining access to the college network was mooted.

> **Action 05a: The Director of IT services will review and report on possible solutions for the next meeting.**

**LIPC/15-16/06    Library Policies for Museum Standards Programme for Ireland**

06.1    The Chair proposed that the policy documents required for the Library's continued accreditation under the Museum Standards Programme for Ireland be accepted. The Committee agreed.

**LIPC/15-16/07    Staff e-mail Policy update on implementation**

07.1    The Director of IT Services gave an update on the Staff e-mail implementation. The existing service is scheduled to move to a cloud-based service in line with the policy previously approved.

**LIPC/15-16/08    Library Strategy Policy Schedule**

08.1    The Librarian circulated finished copies of the Library Strategy and confirmed there would be a launch event on 08 October 2015. Flowing from this the Library will be presenting a suite of policies to this committee. A plan for presentation of policies will be presented at the next meeting.
The Librarian confirmed as part of the event on 8 October 2015 she will announce a year of events "Library of the Future; Future of the Library"

> **Action 08a: The Librarian to provide plan for policy documents.**

**LIPC/15-16/09    Any Other Business**

None

**LIPC/15-16/09    Date of Next Meeting**

09.1    Monday 07 December 2015 at 15:00 in the Henry Jones Room, Old Library Building.

**SECTION B**

**LIPC/15-16/10     Minutes from Sub-Committees**

**10.1**     IS Services Users' Group Committee Meeting 29/04/16

Signed:   …………………………………………………………………

Date:     …………………………………………………………………