

## Trinity College Dublin, University of Dublin

### Library and Information Policy Committee

Minutes of the meeting held on Monday 07 December 2015 at 15:00 in the Henry Jones Room, Old Library Building

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*Present:* Professor Micheál Ó Siochrú (Chair), Librarian (Helen Shenton), Professor Aidan Seery (Elected Board Member), Professor David Ditchburn (Head of School), Associate Dean for Online Education (Tim Savage), Director of IT Services (John Murphy), College Secretary (John Coman), Professor Agnes Higgins (Vice Provost's Nominee), Academic Secretary (Patricia Callaghan), Associate Dean of Research (Peter Gallagher), Mr John McDonough (National Archives), Graduate Students' Union President (Ms Katie Crowther), Alice McPherson attending in place of Students' Union Representative (Ms Molly Kenny), Deputy Librarian (Jessie Kurtz).

*Apologies:* Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Chief Operating Officer (Geraldine Ruane), Deputy Director IT Services (John Lawlor), Mr John Boland (HEAnet).

*In attendance:* Ms. Sharon McIntyre (Secretary to the Committee), Bursar (Veronica Campbell) for item LIPC/15-16/13

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#### SECTION A

##### **LIPC/15-16/11 Minutes**

**11.1** The minutes of the meeting of Monday 05 October 2015 at 15:00 were approved.

##### **LIPC/15-16/12 Matters Arising**

**12.1** The College Secretary updated the Committee with regard to the progress of the training for Chairs of Principal Committees as noted in **LIPC/15-16/02.03** and confirmed this would be an ongoing process.

## **12.2 Internal Audit Recommendation**

The Director of IT Services updated the Committee on the IT governance issue raised in the Internal Audit Recommendation. This is of particular relevance to systems that are not managed by IT Services. Increasingly some of these systems are delivered from the Cloud.

To advance this the Director confirmed that the first step is to return to the IT Users Group and “power users” within the Schools and request an audit in order to identify what has been transferred to the cloud, what is on premises and how these services are managed and secured. Once this information is available IT Services can put in place a structure and a policy for managing these.

The Director of IT Services confirmed this is a communication and awareness issue, the current enquiry is the first step in developing a governance plan. The aim is not to prevent work in the cloud or indeed on premises but to encourage working in a safer way.

- **Action 12a: The Director of IT Services confirmed the plan will be brought to the June LIPC.**

## **LIPC/15-16/13 Research Collections Reading Room**

**13.1** The Chair outlined the Committee’s concern regarding the uncoupling of the Research Collections Study Centre from the first phase of the Trinity Visitor Experience (TVE), and noted that the inclusion of this reading room was an essential part of the LIPC approval.

**13.2** The Bursar responded that the project was at serious risk of losing €2.7m Fáilte Ireland grant, awarded for the new exhibition if it did not proceed. To try and include the Research Collections Study Centre in the current phase would have resulted in the loss of at least 100 reading spaces in the current Library space. This was not an acceptable option.

**13.3** The Librarian confirmed that the Library requires this new Study Centre as articulated in the Library Strategy 2015-2020; however it is not within the gift of

the Library as there is no Library space that could accommodate this in satisfactory conditions without losing the places referred to by the Bursar.

- 13.4** The Librarian said that resolution to this issue lies with the College, and confirmed the Study Centre is on the agenda for the Estates and Infrastructure Development Plan.
- 13.5** The members of the Committee expressed concern regarding this delay in the provision of a new Study Centre. It has been required for a long time, but has been pushed back now by a number of years. Trinity claims to be a research-led University, however, the current Research Reading Rooms are not fit for purpose. The current situation reflects very badly on Trinity and a solution is urgently required.
- 13.6** The Director of the National Archives noted that the Library cannot wait for a solution to resolve all of the space issues before proceeding with the Study Centre as this will result from his experience in no progress for several years. The Study Centre is the “coal face” for the Library, and the longer we do not have the window into our collections the greater the issue is regarding the credibility of the College as flagship institution.
- 13.7** The Chair concluded that the role of this Committee is to make sure that an issue which was considered a priority remains a priority, and proposed raising this issue at Board.
- **Action 13a: The Chair will raise the matter of the Research Collections Study Centre at Board**

**LIPC/15-16/14 IT and Library Access Policy update**

- 14.1** The Deputy Librarian circulated the membership of the Working Group and updated the Committee on the progress with the audit. She confirmed that this should be finalised and the Group anticipate having the final report for September 2016.
- 14.2** The Deputy Librarian confirmed that the plan to have a retired staff card in place by the year end is in progress.

- 14.3** The Director of IT Services noted there is likely to be a demand for access to training resources and requested that the working group consider this.
- 14.4** The Chair raised the issue of PhD candidates losing library access after their initial submission and before the final submission. The Deputy Librarian noted this and will bring the matter to the attention of the Working Group.
- **Action 14a: The Deputy Librarian is to raise the matter of Library access for PhD students in advance of their final submission with the Working Group.**

**LIPC/15-16/15 Library policy submission schedule**

- 15.1** The Librarian presented the following schedule for the submission of Library policy documents to the LIPC, as part of implementing the Library Strategy;
- Stewardship Policy - 15 February 2016
  - Digital Content Creation - 18 April 2016
  - Visibility & Access to Collections - 13 June 2016
- The Committee noted this timetable.

**LIPC/15-16/16 Keeper of Manuscripts and Head of Research Collections – Post Update**

- 16.1** The Chair noted the Keeper (Readers' Services) retired in October and there is no replacement. This is of great concern regarding the impending retirement of the Keeper of Manuscripts and Head of Research Collections.
- 16.2** The Librarian confirmed that the replacement approval received for the Keeper (Readers' Services) was at the Sub Librarian grade for seven years.
- 16.3** The Librarian noted the critically important need to invest in expertise in the Library to enable University research; this has led to involvement in submissions for ten Usher posts, with a successful result in three (Medieval History; Computer Science; Childrens' Literature) The importance of this is in partnership with Schools and developing expertise.
- 16.4** The Librarian confirmed that it is the intention to make a replacement at Keeper grade in Research Collections, and she is currently exploring the options with Trinity Development and Alumni for the possibility of an endowed position.

- 16.5** The Committee raised concern about moving from a permanent post to an endowed post. They also noted that the problem is immediate as the current Keeper will retire in September, and the recruitment process should begin immediately.
- 16.6** The Deputy Librarian confirmed that she would be submitting a request for the replacement of this post early in the New Year, and would update the Committee on the progress.
- 16.7** The Chair asked: where are the strategic decisions made regarding core College activities? This current situation is not acceptable; we cannot have a core post for the University left in this position.
- 16.8** The Librarian asked: could we include the endorsement of this Committee in the submission to replace this post? The Committee agreed this post was essential for the delivery of the Library Strategy and fully supported the application.
- **Action 16a: The Library will submit a request for the replacement of this post through Academic Services Division (ASD) to the Strategic Staffing Sub Group (SSSG) early in the New Year.**

**LIPC/15-16/17 Approval of change of status of Agency for Legal Deposit Libraries (ALDL)**

- 17.1** The Committee agreed this was a very good step and approved this change.

**LIPC/15-16/18 IT Services Annual Report 2014/15**

- 18.1** The Director of IT Services presented the IT Services annual report for 2015/16. He highlighted the change of name under the START programme from IS Service to IT Services in line with the College Strategy. He outlined some of the highlights from the year including:
- The introduction of Cloud and Mobility policies
  - Doubling in the number of wireless access points
  - Office 365 is now available to all students
- 18.2** The annual report has been re formatted and the statistics previously included are now available in a separate appendix report. The main report focuses on the

highlights, key activities and achievements, operational and service activities, student supports and strategic plan actions.

**18.3** The Associate Dean for Online Education requested that the VLE access statistics be added to the report.

**18.4** The Chair thanked the Director of IT Services for this report.

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

None

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

**09.1** Monday 15 February 2016 at 15:00 in the Henry Jones Room, Old Library Building.

**SECTION B**

**LIPC/15-16/20 Minutes from Sub-Committees**

**20.1** Library & College Archives Users' Committee Meeting - 30/04/15

Signed: .....

Date: .....