

## Trinity College Dublin, University of Dublin

### Library and Information Policy Committee

Minutes of the meeting held on Monday 15 February 2016 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 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), Associate Dean of Research (Peter Gallagher), Mr John McDonough (National Archives), Mr John Boland (HEAnet), Mr Michael Currivan, AHSS Representative for the Graduate Students' Union attending in place Graduate Students' Union President (Ms Katie Crowther), Dr Geoffrey Bradley attending in place of Deputy Director IT Services (John Lawlor),
- Apologies:* Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Academic Secretary (Patricia Callaghan), Professor Aidan Seery (Elected Board Member), Students' Union Representative (Ms Molly Kenny), Deputy Librarian (Jessie Kurtz), Chief Operating Officer (Geraldine Ruane).
- In attendance:* Ms. Sharon McIntyre (Secretary to the Committee), Lis Hannon, Associate Director (Customer Services, Partnership & Liaison) from King's College London Library
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#### SECTION A

##### LIPC/15-16/21 Minutes

- 11.1** The minutes of the meeting of Monday 07 December 2015 at 15:00 were approved.

**LIPC/15-16/22 Matters Arising**

**22.1** The Director of IT Services confirmed that further to item **LIPC/15-16/12.2 Internal Audit Recommendations:** the response will be presented at the LIPC meeting in June.

**22.2 Wi-Fi update**

The Director of IT Services provided a brief update on the College Wi-Fi implementation; the next phase includes self-service Wi-Fi for staff and the team are reviewing options for providing Visitors to College with good Wi-Fi options. He confirmed that he would bring a full update to the June meeting of LIPC.

- **Action 22b: The Director of IT Services will provide a full update on the College Wi-Fi implementation at the June LIPC meeting.**

**LIPC/15-16/23 Data Cabling Policy Update**

**XX 23.1** Dr. Geoffrey Bradley updated the Committee on the rationale for the original policy and the current policy change.

**23.2** The current policy, approved in 2003, is now overprovisioning wired data points in new builds. This situation has arisen due to change in use from wired to Wi-Fi and the provision of Wi-Fi networks is now standard in new builds. The change to the policy for which approval is being sought will allow for savings in constructions costs.

**23.3** Mr John Boland confirmed that the principles here are based on best practice and endorsed everything being proposed.

**23.4** The question was raised, is there a down side to this policy? Dr Bradley confirmed that in discussions with Estates & Facilities Department they had considered the issue that retrospective installation of wired data points would be more expensive per unit; however, there is an overall saving as the level of possible changes is not likely exceed the total saving.

- **Action 23a: The Committee approved this policy change to be forwarded to Board for the meeting of 27 April 2016 as an A2 Item.**

**LIPC/15-16/24 Library Stewardship Policy**

- 24.1** The Librarian presented an overview of the Library Stewardship Policy submission, and the Chair invited the committee to comment.
- 24.2** The Committee noted the findings presented. The Librarian confirmed that resourcing has been a serious challenge for some time, and that proper institutional infrastructure is required. Mr John McDonough (National Archives) noted that this problem is not specific to the Library of Trinity College Dublin.
- 24.3** The Committee asked what the cost for implementation of this policy will be. The Librarian confirmed that they were working on the implementation plan and this is scheduled to go to the College Planning Group at the end of March with initial implementation costs. The Chair asked that the Librarian return to the Committee with an update at the next meeting following her presentation to the Planning Group.
- 24.4** The Librarian confirmed the approval of the policy was essential to support the Library as this will provide us with essential evidence to make the case for change.
- 24.5** The Committee approved the policy in principle but require confirmation that funding is being made available and need to see the implementation costing to assess if this is feasible.
- **Action 24a: The Librarian will provide an update following her presentation to the Planning Group.**

**LIPC/15-16/25 Records Management Policy**

- 25.1** The College Secretary presented the update to the 2016 Records Management Policy. He noted that several legislative changes have been implemented since the 2006 policy revision which necessitated this update. This policy will apply to all records created and received in the course of its official business, and applies equally to records created and preserved in electronic and paper formats.
- 25.2** Following a robust discussion, it was noted that this policy builds on or impacts several existing College policies, including the *Good Research Practice* Policy and will have an impact on the IT infrastructure which will require costing.

**25.3** The Chair noted that there was some confusion specifically under the '*Research Data & Finding*' section stemming from the definition of '*a record*', and requested that the College Secretary review the document in light of this discussion. The College Secretary agreed to review and liaise with the Director of the National Archives as part of this process.

**25.3** The Associate Dean for Online Education noted that once the policy has been approved it will be critical to roll out an engagement strategy for staff.

- **Action 25a: The College Secretary is to return to the Committee with a revised document to the April meeting of the LIPC.**

**LIPC/15-16/26 Update on PhD Student Library access issue**

**26.1** The Librarian confirmed that the matter is under consideration by the IT and Library Access group and a new category of person may be required to cover this instance. However this responsibility lies with Academic Registry.

**26.2** Dr Geoffrey Bradley noted that we need an impact analysis as there could be costs associated with this decision.

**26.3** The Chair noted this needs to be resolved promptly and confirmed he would raise this with the Academic Secretary.

- **Action 26a: The Deputy Librarian will provide an update for the April LIPC meeting**

**LIPC/15-16/27 Research Collections Reading Room update**

**XX 27.1** The Chair noted that this was an ongoing issue which he would like to rise at the next Board meeting. Specifically with regard to the material change to the Project which is not in line with approval agreed at LIPC, and the lack of mechanism for this to be returned to LIPC.

**27.1** The Committee agreed to forward this as an A1 item.

- **Action 27a: The Chair will raise this issue at Board as an A1 Item.**

**LIPC/15-16/28 Update on the post of Keeper of Manuscripts and Head of Research  
XX Collections**

- 28.1** The Committee was advised that the operating instruction for the current academic year is that administrative posts can be appointed for a maximum period of five years; this applies to all Library positions which are deemed to be administrative.
- 28.2** The Chair suggested that a blanket policy such as this can have a seriously damaging effect on the institutional standing of the University if applied in this specific instance.
- 28.3** The Chair noted that this needed to be referred to Board and requested approval from the Committee to seek Board's guidance on this issue.
  - **Action 28a: The Chair will raise this issue at Board.**

**LIPC/15-16/29 Any Other Business**  
None

**LIPC/15-16/30 Date of Next Meeting**

- 30.1** Monday 18 April 2016 at 15:00 in the Henry Jones Room, Old Library Building.

**SECTION B**

**LIPC/15-16/31 Memo from the Chair of the IT Services Users' Group**

**LIPC/15-16/32 Minutes from Sub-Committees**

- 32.1** IT Services Users' Group Committee Meeting – 26/11/15

Signed: .....

Date: .....