

Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 13 June 2016 at 14:00 in the Henry Jones Room, Old Library Building

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

Apologies: Mr John Boland (HEAnet), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Students' Union Representative (Ms Molly Kenny), Chief Operating Officer (Geraldine Ruane).

In attendance: Ms Sharon McIntyre (Secretary to the Committee), Sub-Librarian, Collection Management (Dr Christoph Schmidt-Supprian), Bursar (Veronica Campbell) for item LIPC/15-16/45.

SECTION A

LIPC/15-16/43 Minutes

43.1 The minutes of the meeting of Monday 18 April 2016 at 15:00 were approved.

LIPC/15-16/44 Matters Arising

44.1 The Graduate Students' Union President requested an update on item **LIPC/15-16/32.2 PhD Student Library access**: The Deputy Librarian confirmed that the access for PhD Students was now in place. Details of the 'other student groups' referred to in the minute will be part of the full report to come to LIPC in October.

- 44.2 Memo for the Chair of the IT Services Users' Group Committee:** The Chair reported further to item **LIPC/15-16/42.1 IT Services Users' Group Committee Meeting – 03/02/16:** The Chair of the IT Services Users' Group Committee had contacted him requesting that the action under **Item 1: Staff Identity**, regarding the feedback from staff groups be brought to the attention of LIPC. The Director of IT Services noted specifically that there was particular concern among staff regarding the process whereby staff photographs might be published.
- The Chair agreed that future policies that would directly affect staff could be considered by user groups before being discussed by LIPC.
- The Committee noted the issue as raised.

LIPC/15-16/45 Trinity Visitor Experience Update

- 45.1** The Bursar provided an update on the progress with the Trinity Visitor Experience (TVE). The TVE has two Components: 'The Trail Head' being led by the Director of Commercialisation (Adrian Neelan) and 'Library' being led by the Librarian.
- 45.2** The Bursar confirmed that work would commence on the Trail Head portion of the project over the summer which would see improvements to the Nassau Street Gate entrance and Front Gate. There would be the development of a visitor reception centre at Front Gate in Regent House over the summer; This facility would return to use in a much improved state during the coming academic year.
- 45.3** The Librarian updated the Committee on the progress of the Library components of the TVE, including a new Research Collections Study Centre. Following an EU competitive dialogue process the exhibition tender is complete and the details of the successful company should be announced shortly. The construction tender is underway, being led by Estates & Facilities with Library input.
- 45.4** The Bursar provided an overview of the timeline for the project, and the funding streams to finance it. She noted that the majority of the Library project

would be funded by the increased income resulting from the new development.

45.5 The Chair noted that the proposed input from philanthropy was modest, and suggested the need to be more ambitious with the philanthropic targets. The Librarian responded that there are significant plans to raise more for the Library on the back of this project.

45.6 The Chair noted that he was pleased to see the Research Collections Study Centre was back on the extended time line. This is an essential requirement and needs to become an integral part of this project. The Bursar agreed.

45.6 The Bursar reported that the Turnbury Report had now been presented to Board and there would be a specific analysis of the Library's space needs. She agreed to return to the Committee in the autumn with an update on the Estates master plan.

➤ **Action 45a: The Bursar will provide an update on the Estates masterplan.**

LIPC/15-16/46 IT Governance Proposal

46.1 The Deputy Director of IT Services presented 'A Governance Model for IT in Trinity College' a document in response to a risk advised by the External Auditor and brought to this Committee at the October 2015 meeting – item **LIPC/15-16/05**.

46.2 The suggested governance includes the creation of a high-level Compliance Group. A first step would be an audit of existing IT systems outside of IT Services; in future all new IT purchases and contracts over a specified value would be discussed and agreed with IT Services in advance and recorded in a central register. Key to this is accountability; similar to the process currently applied for the asset register there would be annual reporting by all heads of academic and administrative units to the Compliance Group confirming IT policies and procedures. LIPC and Audit Committee would continue to have an oversight role

46.3 Following a robust discussion the Committee raised the following concerns; (i) the necessity for a separate a high level Compliance Group was queried. Could this function not be absorbed by an existing committee? (ii) The complexity of

the issue makes it unclear to users which systems this should apply to? There needs to be clarification on the type of systems / data. (iii) Ensuring that users are aware of their requirement for compliance will be an important part of this process.

46.4 The Committee agreed in principle but the detail needs to be confirmed and the Deputy Director of IT Services was requested to return to a future meeting, with a more detailed report on the compliance issue.

➤ **Action 46a: The Deputy Director of IT Services will provide a more detailed compliance report for the October meeting of LIPC.**

LIPC/15-16/47 Revised Records Management Policy

47.1 The College Secretary presented the updated Records Management Policy for approval. He noted specific thanks to Mr John McDonough, and his colleagues in The National Archives, for their input.

47.2 The Chair noted that the new definition of a record and the clarification in relation to 'Permanently Valuable Records' is very useful. Furthermore the decoupling of the policy and retention schedule should allow for updates to the retention schedule as required by changes to legislation etc. without the need for the policy to be constantly updated.

47.3 The Committee approved this policy.

➤ **Action 47a: The College Secretary will submit this Policy to the next Board meeting in Section A2.**

LIPC/15-16/48 Update on Head of Research Collections post

48.1 The Chair updated the Committee with regard to the current status relating to this post. There remains a difference of opinion regarding the best approach to this appointment. This Committee felt it was important that this should be a permanent post to ensure the best possible field of candidates to choose from. Current policy, however, dictates that there are to be no further permanent appoints in administrative posts. The issue around the academic-v-administrative status of this post remains and there is no outcome yet. The

Chair suggested that there may be possibility for a version of 'tenure track' similar to that available for academics if it was deemed applicable for this post.

48.2 The Academic Secretary noted this was a dangerous precedent to set, as there are other administrative posts in the same position, and any deviation from policy for this post could have wide-ranging implications.

48.3 Professor Ditchburn noted that the tenure track option presented here may not result in a strong field of candidates for this post, and queried what would happen in that case.

48.4 The Chair confirmed that the matter was ongoing.

LIPC/15-16/49 Programme for Visibility of, and Access to, all Library Collections

49.1 The Librarian presented the third policy from the new Library Strategy.

49.2 The Sub-Librarian (Collection Management) presented the 'Programme for Visibility of, and Access to, all Library Collections'. During the subsequent discussion he confirmed there is a huge demand for currently unavailable material.

49.3 The Associate Dean of Research noted the exciting possibilities presented by this programme and the Library's new and collaborative approach. He also noted that while funding is not available from Humanities grants for this type of work, it may be possible to get funding through Science grants. The Associate Dean of Research offered to help identify such funding opportunities.

49.4 The Committee approved this policy.

➤ **Action 49: The Librarian will submit this policy to the next Board meeting in Section A2**

LIPC/15-16/50 Library Annual Report 14/15

50.1 The Chair thanked the Librarian and her staff for the report.

50.2 The Chair noted with interest the diagram on page 18 which shows the allocation of Library resource budget by faculty.

LIPC/15-16/51 Any Other Business

51.1 LIPC/15-16/24 Library Stewardship Policy. The Chair noted an issue raised by the Librarian. The Library Stewardship strategy approved in principle, at the February meeting item **LIPC/15-16/24.5** had not been submitted to Board for ratification. The College Secretary confirmed that as this was a strategy rather than a policy it could be included with the minutes from this meeting for submission. The Committee approved this for inclusion with these minutes for submission to Board.

➤ **Action 49: The Library Stewardship Strategy will be attached to these minutes for the next Board meeting.**

51.2 On behalf of the Committee, the Librarian thanked the Chair for his service on this Committee.

LIPC/15-16/52 Date of Next Meeting

52.1 Monday **03 October 2016** at **15:00** in the Henry Jones Room, Old Library Building.

SECTION B

LIPC/15-16/53 Minutes from Sub-Committees

53.1 IT Services Users' Group Committee Meeting – 03/02/16

53.3 IT Services Users' Group Committee Meeting – 27/04/16

43.3 Library & College Archives Users' Group Committee Meeting – 28/04/16

LIPC/15-16/54 Update on college Wi-Fi implementation

Signed:

Date: