

Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 03 April 2017 at 15:00 in the Henry Jones Room,
Old Library Building

Present: Professor Sylvia Draper (Chair), Librarian (Helen Shenton), College Secretary (John Coman), Interim Director of IT Services (Patrick Magee), Academic Secretary (Patricia Callaghan), Associate Dean for Online Education (Tim Savage), Students' Union Representative (Mr Dale Whelehan), Graduate Students' Union President (Mr Shane Collins), Deputy Librarian (Jessie Kurtz), Deputy Director IT Services (John Lawlor), Chief Operating Officer (Geraldine Ruane)

Apologies: Professor Agnes Higgins (Vice Provost's Nominee), Mr John Boland (HEAnet), Deirdre Ahern (Elected Board Member), Professor David Ditchburn (Head of School), Mr John McDonough (National Archives), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Associate Dean of Research (Peter Gallagher)

In attendance: Ms Nicola Boutall (Secretary to the Committee)

SECTION A

LIPC/16-17/70 Minutes

70.1 Minutes of the meeting of Monday 06 February 2017 at 15:00 were approved

LIPC/16-17/71 Matters Arising

71.1 Estates Master Plan

The date of the Turnberry presentation of the Estates Master Plan has now been confirmed as 28th April 2017 at 10am, venue to be confirmed.

71.2 Governance Model for IT update

The Chair noted that she had not received any suggestions from Committee members as to who might be appropriate to nominate for the working group on IP and protection of ownership. The Interim Director of IT Services reported that the Research Ethics Committee are due to write a paper on the subject. The Head of Academic Services & IT Operations in IT Services is a member of the committee and will inform the Interim Director of IT Services of any developments.

71.3 BDO Report on Cyber Security

The Chair noted that the findings from the BDO report on Cyber Security, circulated at the last LIPC meeting of the 6th February 2017, had been summarised and circulated to the Internal Audit Committee. It was also noted that cyber security and data breaches are a high priority risk to the University, and are listed as an item on the University risk register. The College Secretary remarked that cyber security is also down to individual behaviour, particularly around USB key usage which is largely insecure. Central steps can be taken, but ultimately people need to embed good security practice into their behaviour. The Deputy Director of IT Services reported that IT Services had run an email phishing exercise, encouraging members of staff to submit their personal details in response to a false request. The results showed that new staff members were found to be particularly susceptible to fraudsters. The Chair suggested that training regarding data security should form part of an induction programme for new staff joining the University.

Action 71a: The Deputy Director of IT Services to talk to the IT Services Security Officer and HR with a view to including data security in the induction information for new staff members, and to introducing mandatory IT security training

71.4 IT Services Annual Report update

The Deputy Director IT Services presented the Blackboard usage statistics circulated to the Committee as requested by the Associate Dean for Online

Education, item LIPC/16-17/64 action 64a. It was agreed that the figures were not very enlightening.

Action 71b: Deputy Director of IT Services to work with the Associate Dean for Online Education to collate more meaningful qualitative statistics

71.5 Update of Records Management Policy implementation

The College Secretary reported that the data protection regulations have resulted in the University creating a new post of a Data Protection Officer, who will be of the Secretary's Office and report to the University's Solicitor. The post will have a broad remit for data protection in the University.

71.6 Regarding the implementation of the Records' Management Policy, the College Secretary presented an update from the Assistant Secretary. A meeting took place to assess the best way to progress training. A pilot is being conducted in Schools to provide models for discussion towards implementing good record management and training. Key groups include Heads of Schools, School Administrators, and members of staff two years prior to retirement. The Chair reflected that there can also be an issue with a changeover of staff / post holders. The Interim Director of IT Services commented that an automated reply is set if an email address is retired. It was noted that IT Services is currently working on a joiners and leavers procedure, and will report back to this committee in due course.

71.7 Facilitating Online Continuous Professional Development Courses (CPD)

The Associate Dean for Online Education reported that this item is now on the agenda of the Online Education review. It is envisaged that actions to resolve gaps will emerge from the review, and he suggested the report be presented to the LIPC.

71.8 The Chair expressed concern that Schools are holding student data that is not being recorded centrally. The Associate Dean for Online Education reported that two work around solutions were investigated. One was a pilot by Academic

Registry, which had resulted in no further actions. The other work was for CPD modules, which is a cause for genuine concern.

71.9 The Academic Secretary noted that there were several issues for concern. If Schools are offering courses leading to accreditation, the students must be registered properly. It is essential that the policy is discussed, followed by the financial implications, and formal record keeping requirements. It is important the policy doesn't create more issues, and looks at the whole process. The Associate Dean for Online Education remarked that they had to be careful not to impair initiatives, or make any process too cumbersome. The Deputy Librarian noted that the CPD students do expect to have access to library facilities, which must be factored into discussions. The Academic Secretary suggested the policy should go to the Planning Group.

71.10 There is currently an issue where postgraduate students cannot be fully registered on-line. The Graduate Students' Union Representative reported that the Graduate Student Committee have already identified this as an issue with students approaching them constantly with queries. The Interim Director of IT Services emphasised the fact that this is part of a broader agenda, concerning a number of critical systems, and is not a simple task to solve. The Students' Union Representative asked when the next SITS upgrade would be taking place and if it would be feasible to implement changes then. The Interim Director of IT Services confirmed that the SITS upgrade was concerned with ensuring the software was current, and was not a time to change the functionality – the earliest opportunity would be in 2018. The Chair asked how this would be integrated into the TEP. It was thought that this comes under Strand 1 which has a dedicated element focused on technology and system and process change.

LIPC/16-17/72 Senior Recruitment

72.1 Head of Research Collections

The Librarian reported on the status of recruiting the Head of Research Collections. She thanked the Committee for their support in establishing the

post, and in the recruitment process. The Librarian reported that after the recent round of interviews, the post remains vacant. The recruitment agency is providing analysis, and the Librarian is assessing the feedback. Even though the post was offered as a ten-year position with the possibility of an indefinite contract within five years, the recruitment agency felt this was still a disincentive for applicants. For an international search, relocation is often an issue. Very good feedback was received from the agency and applicants regarding the attractiveness of the position professionally, and the Library Strategy. The Librarian thought that, perhaps the job might be too wide-ranging in the first instance.

72.2 While the position remains vacant, it has been decided not to appoint an interim Head; instead to formalise the current situation from the 3rd of April. Firstly, the Deputy Librarian will take on the role of the Research Collections Manager and line manager to four heads. Secondly, the Librarian will deal with strategic issues of Research Collections, especially regarding the Trinity Visitor Experience, collections acquisition and philanthropy. This arrangement will be reviewed in six months. In the light of progress with the recruitment, the position may also be reviewed. The recruitment agency advised that a six month wait period is long enough to advise that circumstances have changed.

72.3 The Chair commiserated with all those involved on the outcome of the process and on behalf of the Committee expressed the hope that the work undertaken would serve to interest additional applicants in future rounds. She asked the Librarian to keep the Committee informed and to ask the Committee for any assistance if required.

72.4 Head of IT Services

The Chair reported that the Chief Operating Officer has sent her apologies, and asked the Chair to report on her behalf regarding the post of the Director of IT Services. Interviews have taken place, and discussions are underway with the preferred candidate.

LIPC/16-17/73 Draft Library Annual Report 2015/16

The Librarian presented the draft Library Annual Report 2015/16 as circulated to the Committee, and noted that it would be updated further and brought to the next LIPC on the 29th May. The report is presented under five strands as per the Library Strategy. Highlights of the year have been emphasised. The Librarian asked the Committee for feedback on the content of the report, and thanked the Deputy Librarian and Library colleagues for their input.

73.1 The Chair commented on the wonderful opening item, and thought the five pillars were very strong. She suggested there were might be too many items, and that some of the pictures of people might be replaced with images of the landmark library buildings, both internal and external, to give readers a sense of place.

73.2 The College Secretary noted the differences between paper reports and a click through report on the web, and suggested that more hyperlinks should be included for a web report. It was agreed that a self-analytical report was a different type of report to one intended to inform a potential donor.

73.3 The Academic Secretary commented that it was good to see how much was happening in the Library. She suggested a page be included to detail philanthropic activity, and a section on the challenges the Library faces. The Chair suggested a final page with visions for the future and plans for next year.

73.4 The Interim Director of IT Services noted that the report was very interesting, and commended the depth and breadth of the report. He suggested including 2017 priorities. The Librarian confirmed that metrics are currently being gathered.

73.5 The Chair congratulated the Librarian on the content of the draft report.

Action 73a: The Librarian to present appendices to the draft Library Annual Report 2015/16 to the next LIPC meeting of the 29th May 2017.

LIPC/16-17/74 Any Other Business

74.1 Boardpad

The Chair presented a request from the Assistant Secretary asking the LIPC to consider using the Boardpad app and iPads for future Committee meetings. It is proposed that the Secretaries Office will fund the associated licencing costs and that the iPads be funded by either the relevant School of the Committee member, or by the area that undertakes the secretariat. Some members of this Committee have already been set up on Boardpad. The Assistant Secretary asked that the Chair formally inform the Committee, and survey the members to establish how many devices would be required. The College Secretary noted that the Provost was keen to roll out this initiative. The Secretaries' Office would consider funding the iPads if necessary but would then own the devices. The Chair asked if the Committee was in agreement with using Boardpad.

74.2 The Deputy Librarian commented that it does reduce record management.

74.3 The Associate Dean for Online Education reported that Boardpad would not run on his Windows device. The College Secretary confirmed that iPads are the primary platform and issues are currently being considered. The Students' Union Representative noted that American institutions are increasingly paperless and that this initiative should be supported; the Undergraduate and Graduate Student Union are now both paperless. The Academic Secretary noted that incompatibility around the app has been reported as an issue at other Committees.

74.5 Following a show of hands of existing users, the Chair noted that it would be relatively straight forward for this Committee to adopt this initiative and that she would report this back to the Assistant Secretary

Action 74a: The Chair to report back to the Assistant Secretary

74.6 UK eLegal deposit legislation

The Legal Deposit Libraries (Non-Print Works) Regulations of 2013 are being implemented by the six UK legal deposit libraries. This is an unprecedented and very complex process. The University is engaged at many levels and is dedicating

the equivalent of one-person year of Library resources to implement the system in the University.

74.7 Access is now available to over 100,000 e-books (with about 500 new titles added every week); over 1.8 million e-journal articles (with about 1,250 academic e-journal titles new to the Library); and over 6 million archived UK websites (which is a unique source in Ireland). In accordance with the legislation, access is provided in the Library via dedicated terminals

74.8 The legislation will be reviewed in 2018 by the Department of Culture, Media and Sport. Publishers are deeply involved, and there is a joint committee of publishers and copyright libraries. The original 2003 legislation was established to enable legislation around preservation.

74.9 No Irish legislation for e-legal deposit currently exists. A public consultation is due from the Ministry of the Arts, Heritage, Regional, Rural & Gaelthacht Affairs in three weeks' time, which the University will respond to. Dr Eoin O'Dell, who drafted the copyright legislation, the Director of Communications and Public Affairs, the Librarian and the Keeper of Collection Management are working on encouraging responses to the public consultation. The College Secretary requested viewing the submission, and suggested the policy update be circulated to LIPC for information.

Action 74b: The Librarian will circulate the response to this Committee

74.10 LERU Group

The Librarian reported that the University has joined LERU (League of European Research Universities) which is a prominent advocate for the promotion of basic research at European universities. The Librarian attended an induction meeting. Groups meet twice a year with the aim of discussing networking and policy among universities. The Librarian will brief the Dean of Research, as well as reporting back to the Provost.

74.11 Attendance at LIPC

The Chair asked if it might be possible to facilitate the Chief Operating Office to attend LIPC. The COO suggested sharing attendance at LIPC with the Vice Provost, however it was agreed that attendance by the Vice Provost had been discussed in the past and would not be re-visited. The Librarian asked if the Library should report to Council, however it was noted that policies do not go through Council, and the Academic Secretary reported that issues can be brought to Council if required.

LIPC/16-17/75 Date of next meeting:

75.1 Monday 29 May 2017 at 14:30 in the Henry Jones Room, Old Library Building

Section B Items – Items for Noting

None