

## Trinity College Dublin, University of Dublin

### Library and Information Policy Committee

Minutes of the meeting held on Monday 29 May 2017 at 14:30 in the Henry Jones Room,  
Old Library Building

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*Present:* Professor Sylvia Draper (Chair), Librarian (Helen Shenton), Director of IT Services (Patrick Magee), Associate Dean for Online Education (Tim Savage), College Secretary (John Coman), Professor David Ditchburn (Head of School), Deputy Librarian (Jessie Kurtz), Deirdre Ahern (Elected Board Member), Mr John McDonough (National Archives), Students' Union Representative (Mr Dale Whelehan), Graduate Students' Union President (Mr Shane Collins),

*Apologies:* Academic Secretary (Patricia Callaghan), Professor Agnes Higgins (Head of School), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Associate Dean of Research (Peter Gallagher), Chief Operating Officer (Geraldine Ruane), Mr John Boland (HEAnet), Deputy Director IT Services (John Lawlor).

*In attendance:* Ms Nicola Boutall (Secretary to the Committee), Head of Academic Services and Operations (Dr Geoff Bradley)

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### SECTION A

#### LIPC/16-17/76 Minutes

**76.01** Minutes of the meeting of Monday 03 April 2017 at 15:00 were approved

#### LIPC/16-17/77 Matters Arising

##### **77.01 Senior Recruitment update**

##### **Director of IT Services**

The Chair welcomed Patrick Magee, the newly appointed Director of IT Services to the meeting.

**77.02 Head of Research Collections**

The Librarian reported that following discussion with the recruitment agency, an international search will be launched for the Head of Research Collections post, with the expectation that the interviews will take place in the last week of June 2017. Committee members will be invited to attend presentations.

**77.02 Estates Master Plan – Turnberry visit**

The Chair reported that the Turnberry presentation to LIPC on the 28<sup>th</sup> April 2017 was very informative and provided a compelling case for investment into the Library.

**77.03 IT Services Annual Report update**

The Director of IT Services reported that the current Blackboard metrics do not provide sufficient details for a useful usage report. A separate plug-in would be required. The Chair thought that this was an important feature that would be essential to measure and control the virtual learning environment, and asked for an update at the next LIPC meeting.

**Action 77.03a: Director of IT Services to provide an update to the next LIPC meeting**

**77.04 Boardpad update**

As the Director of IT Services was the only committee member to respond to the request for iPad requirements, the Chair concluded that all other members have access to an iPad and already have an account on Boardpad.

**77.05 Facilitating Online Continuous Professional Development Courses (CPD) update**

The Associate Dean for Online Education was not available to provide an update at this time.

#### **77.06 Revised Library Annual Report 2015/16**

The Librarian reported on the revised Library Annual Report 2015/16, talking through the amendments. As suggested at the last meeting of the 3<sup>rd</sup> April 2017, data and statistics have been added, and the report has been structured as per the five pillars of the Library Strategy, resulting in a clearer document. A section on future plans for 2016/17 has been included, also linked to the five pillars. The report will now be circulated to Council and Board.

The Librarian noted that a tender for outsourced library storage will be run in 2018. Margaret Flood wrote a paper outlining the basic principles concerning library storage, for example, that moving library material should be kept to a minimum; every storage move should be to an equal or better environment. In the light of the Turnberry Master Plan, it is anticipated a business case will be made for a more permanent cost-effective solution.

#### **77.07 Irish eLegal deposit legislation**

The Librarian reported on the letter as circulated, which was submitted by The Library of Trinity College Dublin to Minister Heather Humphreys in the Department of Culture, Heritage and the Gaeltacht, regarding consultation on the Legal Deposit of published digital material in the 21<sup>st</sup> century in the context of copyright legislation. Several responses to the questions posed by the Department were submitted from the University, each from a different view point and all in support of the new Irish digital deposit.

#### **LIPC/16-17/78 Cyber Security**

- 78.01** The Director of IT Services presented a document outlining the context to proposed revisions to IT Security and associated policies as requested by the Executive Officers Group, and is seeking agreement from the LIPC to deliver an updated policy to Board for consideration this academic year.

- 78.02** Following on from recent internal and external IT security events, a number of outstanding audit and risk findings, and with the introduction of the new GDPR regulations, it is appropriate to review policies on cyber security now.
- It was felt that as the cyber-attacks become more sophisticated, the risk to the Universities' reputation has become increasingly under threat. A practical approach is appropriate, but as each staff member is given full access rights to their computer, each additional user introduces greater risks.
- 78.03** The Chair welcomed the document. The College Secretary supported the paper, and noted that approval has been sought for the recruitment of a Data Protection Officer.
- 78.04** The Director of IT Services noted that a business case may need to be submitted as IT Services may require further products to protect the University network, additional training, and further resources to implement any solutions.
- 78.05** The Director of IT Services proposes to bring forward an adjustment to the Security Policies, and asked the Committee to support the principle of 'least privilege'. It was agreed that it was important to continue to work on security awareness, and to continue with good practice. The Director of IT Services suggested that the frequency of password expiry could be increased, and the usage of Dropbox, for example, should be ceased.
- 78.06** The Associate Dean for Online Education thanked the Director of IT Services for his report but expressed concern at the proposal for a principle of 'least privilege'. This would prove detrimental to the research community and for collaborative research in particular, where various apps are used both for testing purposes and for research. The policy changes may suit administrative areas, but would prove more challenging for academics, and he suggested a balance would need to be found. The University is strongly encouraging academics to promote their work and this would be a counter move. Academic research practice must be taken into account.

The Director of IT Services confirmed that any proposed new measures may well introduce a level of inconvenience, but that the network must be protected.

The Librarian noted that LERU recognises that IT should not be over restricting to enable collaborative research.

- 78.07** The Chair noted that a special meeting has been called for next Tuesday 6<sup>th</sup> June 2017 to discuss the proposal in more detail, and asked members of the committee to attend.

**LIPC/16-17/79 Draft Virtual Learning Environment (VLE) Policy**

- 79.01** The Associate Dean for Online Education presented a draft policy on the Virtual Learning Environment (VLE) as circulated to the Committee, which he proposes to submit to the final Council meeting of this academic year. The key impetus for this policy is to support the adoption of VLE across the University, and support the University's strategic plan 2014-19. The Associate Dean for Online Education invited comments from the Committee.
- 79.02** The Associate Dean for Online Education confirmed that the policy included items regarding compliance with Intellectual Property (IP) as outlined under section 7.3 of the draft policy.
- 79.03** The Associate Dean for Online Education agreed to include a statement regarding the expectations around a timeline for implementation.
- 79.04** It was noted that an element of enforcing the policy will be required. The policy stipulates that at a minimum each module is set up with a module description and corresponding notes. The Head of School of Histories and Humanities thought a period of implementation would provide reassurance, as Schools will need to ensure that module descriptions and module materials are up to date for the students. There was some discussion regarding which system provided the source of truth for module descriptions as tweaks can be made on modules from one year to the next. The Associate Dean for Online Education emphasised that Blackboard was primarily a source of learning material, and it was agreed that Schools

might need to look at their internal procedures to ensure that all material in the VLE is accurate and up to date.

**79.05** The Chair invited specific comment from lecturers on the committee around the ownership and transfer of lecture notes, and thought that the Associate Dean for Online Education may encounter some push-back from academics on aspects of the policy. She also expressed concern over copyright issues as lecture material is posted onto Blackboard, and may not have gone through the appropriate copyright clearance process. The Head of Academic Services and IT Operations noted that the University owns the IP produced by staff including all teaching materials. He also reported on feedback from consultation with students and student representatives that indicated that there is already wide scale course organised electronic sharing of lecture materials by students across multiple digital platforms such as Facebook, Google, and Dropbox. Having a clear policy and a single platform to provide lecture material to students will provide transparency and clarity for lecturers around their obligations. The Chair queried how the University would address potential copyright infringement issues or any issues that might arise with the transfer of ownership of lecture material from one lecturer to another. The College Secretary said that any issues that arose around IP and copyright infringement could be brought to the attention of the Secretaries' Office. It was noted that IP is a complex issue that is not well understood across the University community.

**79.06** The Chair thought the motivation around the policy was clear, and endorsed it.

**LIPC/16-17/80 Revised Library Annual Report 2015/16**

**80.01** Discussed under item **77.06** above.

**LIPC/16-17/81 Draft briefing note on Electronic Legal Deposit (UK)**

**81.01** The Librarian outlined the status of the Electronic Legal Deposit (UK). It is a major resource, with complex access restrictions. An FAQ is available on the Library website. Trials are currently being run in response to the restrictions; a PDA (Patron Driven Acquisitions) pilot has been implemented to invite readers to recommend UK electronic and print publications for purchase. Both the National Library of Scotland and the National Library of Wales have made a case to access publications in other buildings, but the better model for Trinity College Dublin is the Universities of Cambridge and Oxford. The Library is exploring other sites under the Library's umbrella, where e-legal deposit terminals can be installed. Currently, any deposit viewed on a personal device will break the law – therefore e-legal deposit material may only be viewed on terminals in the Library. There will be a major review by the Department of Media, Culture and Sport of the 2003 and 2013 legislation in 2018.

**81.02** Mr John McDonough agreed that the PDA pilot was a very good initiative. The Librarian emphasised that this legislation was the law, and the issue now was how to address both the perception and reality. The Head of School representative suggested that a document be circulated. The Librarian noted that a new dedicated area in the Berkeley library has been identified to access the e-deposit material.

**LIPC/16-17/82 Non-Consultant Hospital Doctors, St James's Hospital – visitor status**

**82.01** A memo regarding the visitor status of non-consultant hospital doctors in St James's Hospital was circulated to the Committee for noting. The Librarian noted that giving visitor access to non-consultants is a change in policy. The Head of Academic Services and Operations noted that since the implementation of Office365, it was discovered that the University has over 2,000 visitors and 8,000 email accounts, all of which have implications on licensing on a whole host of services, as well as resource implications. The Deputy Librarian confirmed that licences stipulate that only Trinity College Dublin staff and students have access to Library resources. As the non-consultant hospital doctors have a teaching role,

they are covered to access library resources under current licencing arrangements. The College Secretary emphasised the benefits to the University, particularly in research, to cement these links.

**LIPC/16-17/83 AOB**

**83.01** No further items for discussion

**LIPC/16-17/84 Date of next meeting**

**84.01 Special meeting**

A special meeting will be held on Tuesday 6<sup>th</sup> June 2017 at 3pm in the Henry Jones Room, Old Library, to discuss Cyber Security ahead of Board.

**84.02 LIPC meeting dates for next academic year 2017/18**

Meeting dates for the next academic year, 2017/18, will be as follows:

Monday 9<sup>th</sup> October 2017

Monday 4<sup>th</sup> December 2017

Monday 5<sup>th</sup> February 2018

Monday 26<sup>th</sup> March 2018

Monday 28<sup>th</sup> May 2018

All meetings will take place in the Henry Jones Room, Old Library, at 3pm, unless otherwise informed.

Section B Items – Items for Noting

IT Services User Group meeting: 08/02/17

Memo from IT Services User Group 20170517