

Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 09 October 2017 at 11:30 in the Henry Jones Room, Old Library Building

Present: Professor Sylvia Draper (Chair), Librarian (Helen Shenton), Director of IT Services (Patrick Magee), Former Associate Dean for Online Education (Tim Savage), College Secretary (John Coman), Professor Andrew Loxley (Head of School), Professor John Stalker (Head of School), Deirdre Ahern (Elected Board Member), Graduate Students' Union President (Mr Shane Collins), Associate Dean of Research (Peter Gallagher), Kerrie Power (HEAnet).

Apologies: Academic Secretary (Patricia Callaghan), Mr John McDonough (National Archives), Students' Union Representative (Ms Alice McPherson), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Chief Operating Officer (Geraldine Ruane)

In attendance: Deputy Director IT Services (John Lawlor), Deputy Librarian (Jessie Kurtz), Ms Nicola Boutall (Secretary to the Committee), Data Protection Officer (Jennifer Ryan).

SECTION A

LIPC/17-18/86 Introductions

86.01 The Chair welcomed new members to the committee: Kerrie Power, CEO of HEAnet; John Stalker, Head of the School of Mathematics; and Andrew Loxley, Head of the School of Education.

LIPC/17-18/87 Minutes

87.01 Minutes of the meeting of Monday 29 May 2017 at 15:00 were approved with the following amendment:

Under item LIPC/16-17/82 82.01 'The Assistant Librarian' was amended to 'The Deputy Librarian'.

87.02 Minutes of the meeting of Monday 06 June 2017 at 15:00 were approved.

LIPC/17-18/88 Matters Arising from minutes of 29 May 2017

88.01 Senior Recruitment update - Head of Research Collections

The Librarian is delighted to announce that Laura Shanahan, Head of Collections Development and Access at the Library of the University of Edinburgh, has been appointed to the new position of Head of Research Collections, and will be taking up the post in January 2018. The Librarian thanked the Committee for their support during the whole recruitment process for this important new post.

88.02 IT Services Annual Report update

The Director of IT Services gave an update on the IT Services annual report. The Deputy Director is currently looking at IT spend across the University, with a view to being able to benchmark against peers, and to gain a greater understanding of total spend on IT in the University.

It was noted that 70 – 80% of spend in IT Services is against BAU, therefore capacity for change is restricted. There are currently a number of legacy systems which need to be updated / refreshed.

The Director of IT Services is planning to circulate the draft 2016/17 IT Services Annual Report at the next LIPC meeting of the 4th December 2017.

88.03 Facilitating Online Continuous Professional Development Courses (CPD) update

The Former Associate Dean for Online Education reported that there was currently no definite update on facilitating online continuous professional development (CPD) courses while the review of Trinity Online Services Ltd is ongoing. He would envisage that facilitating online CPD courses is an issue that will be discussed, although it was noted that the current technology would not support this requirement. The Director of IT Services reported that elements of this may be addressed as a consequence of the Trinity Education Project, although complex issues

remain in terms of University policies, and it would involve significant extra work. He will keep LIPC informed of any developments.

The President of the Graduate Student's Union asked if issues with Postgraduate Certificate students were resolved as he noted that these students still do not have access to some buildings and library loans. The Deputy Librarian reported that most requirements for these students are placed online so borrowing rights would be limited. A subgroup is currently looking at all types of access and entitlements. It was thought that these students are recorded in SITS by AR. The former Associate Dean for Online Education noted that access to the Careers Advisory Service and Student Counselling for Postgraduate Certificate students was a resource issue rather than an issue with SITS.

88.04 Electronic Legal Deposit (UK) update

The Librarian gave an update on the briefing paper on the Electronic Legal Deposit (UK) and updated what Trinity is doing around the complex access restrictions whereby material can only be consulted on terminals situated in the Library. Firstly, the Library has consulted closely with the Universities of Oxford and Cambridge, material may be viewed in a library building under the direct authority of the Librarian. Therefore, terminals are being installed in the Manuscript & Archives, and Early Printed Books reading rooms; in the 24 hour Kinsella Hall; and the 1937 Reading Room. Secondly, the Patron Drive Acquisition (PDA) pilot started over the summer is gaining momentum.

The Graduate Students' Union President noted that post graduate students are delighted with the proposed ELD terminal access points in the 1937, and the Librarian confirmed that a lot of requests have been received under the PDA pilot. It is hoped to extend the pilot following a review at the end of this term. The Deputy Librarian noted that a request is placed online and is then fast-tracked to ensure the acquisition is as fast as possible.

88.05 Library Annual Report 2015/16 update

The Librarian noted that the Library Annual Report 2015-16, and especially, the Library Strategy 2015-2020 had been reported as extremely important elements during the recent recruitment process. She noted that the 2015-16 Annual Report has an emphasis on images from the Commemoration of 1916, and the 2016-17 Annual Report will focus on the wide range of events and images from the Berkeley@ 50 year of celebration.

88.06 Draft Virtual Learning Environment (VLE) Policy update

The former Associate Dean for Online Education thanked the committee for the feedback he received regarding the VLE Policy. He included a timeline as suggested, and added a note stating that if any difficulties arose, they would be dealt with in a timely manner. The policy was submitted and passed by Council in June 2017. Council did not propose any changes.

LIPC/17-18/89 Matters Arising from minutes of 06 June 2017

89.01 Cyber Security

The Director of IT Services presented an update to the ten IT security recommendations as circulated to the special LIPC meeting of the 6th June 2017. Three were viewed as difficult to advance, and seven were approved by the committee with the recommendation to advance to a business case. It was agreed that the other recommendations need to be approached in a different way. The Director of IT Services reported that security software products have been investigated, and a third party had been engaged to progress the recommendations, however this proved disappointing, and progress has not advanced as hoped. The business case has been delayed by six weeks, however some options are already available from current licence agreements. The firewalls are expected to be upgraded in November 2017 which will enable content filtering. Awareness is extremely important, and IT Services are currently looking at ways to educate the University community through specific training and an HEAnet enhanced security service. The Director of IT Services confirmed

that IT security was progressing as per the LIPC recommendations, largely through internal effort and sourcing products.

89.02 Andrew Loxley suggested that the Director of IT Services should work with the Faculty Executive Committees, ensuring that IT security is discussed at Faculty level. The Director of IT Services confirmed that he has planned to bring IT security to the Head of Schools Committee as an agenda item.

89.03 The Director of IT Services reported that IT Services intended to introduce a facility that issues USB keys centrally, ensuring tighter controls on device ports, and to also ‘inoculate’ existing keys.

The former Associate Dean for Online Education expressed concern regarding restricting USB devices. A USB ‘key’ covers various devices that hold data, and to have to ensure each one is enabled before using it would become an obstacle to academics. The Director of IT Services confirmed that a device would only have to be enabled once, but acknowledged that it is a complex issue and may result in unintended consequences that will have to be addressed.

89.04 Research has shown that increasingly complex passwords have a detrimental effect on security, and the University does advise using password phrases.

89.05 The Director of IT Services reported that largely the same communities, and some of the same people, were caught out by the second phishing exercise. Each phishing exercise used a different style. The next phishing exercise will be run by the end of the year.

LIPC/17-18/90 Update on the University Strategic Plan 2014-19

The Chair noted that the update of the University Strategic Plan 2014-19 was discussed at Board, and asked the Librarian and the Director of IT Services to update the Committee as to the progress of each area, particularly around enabling other activities in the University, the

University Strategic Plan 2014-19, and the nine goals set out in the University Strategic Plan 2014-19.

90.01 Progress of the Library components

The Librarian took the document, 'Memo on University Strategy update from the Librarian to LIPC 09_10_2017', circulated to the Committee, as read. It was noted that the document should be read in conjunction with the University Strategic Plan 2014-19. The 'RAG' (red, amber, green) status of each relevant heading was noted.

The Librarian reported that Turnberry Consulting were back in Dublin last week, and are currently looking at storage as a key enabler to releasing space across the Library for other new, important uses. A business case is being developed.

The Librarian is working on the 'Visitor Experience Programme', which has a substantial conservation component. There is consideration of capping visitor numbers at 1 million to maintain a quality experience, and to minimise wear and tear on the building and collections. Ticket pricing, timed entrance system, and special visits may all be implemented, and the Librarian asked all Committee members to continue to champion the Library.

90.02 Progress of the IT Services components

The Director of IT Services presented the document, 'University Strategy Progress Report April 2017 to LIPC 9_10_2017' as circulated to the meeting.

IT Services have focused on implementing a digital experience for the University, investing in comprehensive WiFi across campus, delivering services digitally (MyTrinityApps), and extending the concept of working any place, anywhere, any time. The Virtual Learning Environment (VLE) will be completed early next year. The priority for 2017-18 will be renewing education through the Trinity Education Project (TEP): adopting the new academic year structure, solving issues around modularisation, and delivering an enhanced reporting capability, with the ability to respond to regular and ad hoc requests.

The Chair noted the importance of TEP for the 2018/19 academic year, and has written to the Vice Provost inviting him to talk at the next LIPC meeting of the 4th December 2017.

LIPC/17-18/91 Expected areas of Policy discussion – forward thinking 2017/18

91.01 Data Protection Officer

The College Secretary tabled a draft document outlining the Terms of Reference for the Data Protection Working Party. The General Data Protection Regulation (GDPR) will take effect from the 25th May 2018, and will have a direct impact on all organisations that collect, maintain, update, access and delete personal data relating to individuals. Any breach of the regulation may result in a €20m fine. It is now a mandatory requirement to appoint a Data Protection Officer. This is an independent role, reporting to the highest level. The College Secretary introduced Jennifer Ryan, the new Data Protection Officer, and thanked the Committee for the opportunity.

The Librarian welcomed the Data Protection Officer to the meeting and asked how this post would be fitting into current potentially conflicting directives and initiatives round areas of Open Science, Open Access, Open Data, Research Data Management, and the EU Copyright Directive. The College Secretary confirmed that this post was concerned with the University being legally compliant. It was noted that ethical guidelines are already in place regarding research data, and that most Schools also have established research ethics committees. The College Secretary commented that the University has a good track record concerning data protection, and acknowledged the work that the College Solicitor / Information Compliance Officer has already carried out.

The Chair asked the College Secretary to present a further document at the next LIPC meeting of the 4th December 2017, outlining the GDPR in layman terms as to how it will affect the University, together with an implementation plan.

The College Secretary asked the Committee to consider the terms of reference for the GDPR Working Party as circulated to this meeting, and asked that the Committee consider nominating a member to join the group. The GDPR Working Party will be responsible for overseeing the implementation of the requirements of the GDPR, and will be providing regular updates to the LIPC.

The Data Protection Officer explained that a Data Protection Impact Assessment will be implemented which will require a mandatory assessment to be completed assessing, documenting and mitigating risks. A privacy impact assessment will be a useful tool to imbed into the process to ensure alignment with GDPR. The former Associate Dean for Online Education queried if the new regulation would impact on the push for eScience and open data, however the Data Protection Officer confirmed that the regulation is concerned with ensuring that data is dealt with in a compliant and secure manner, and not to impede research. The Librarian suggested the Data Protection Officer talks to the Research Committee. The Graduate Students' Union President asked if the Graduate Students' Union could be represented on the GDPR Working Group.

The College Secretary asked members of the Committee to email him any comments regarding the document, and to consider nominating a representative to join the GDPR Working Group. He suggested the person may be in an operational and managerial role, or an active researcher.

Action 91.01a: LIPC to nominate a representative to attend the GDPR Working Group

91.02 QQI – Blended Learning update

The Director of IT Services introduced QQI (Quality and Qualifications Ireland) to the Committee, an independent State agency responsible for promoting quality and accountability in education and training services in Ireland, established in 2012 by the Qualifications and Quality Assurance (Education and Training) Act 2012. He noted that it concerns learning on and off campus, and how the University supports students. The blended

learning initiative is an example where the University is improving the student experience. The former Associate Dean for Online Education commented that it is not only about infrastructure, but also teaching and learning.

LIPC/17-18/92 AOB

92.01 The Librarian reported on the extraordinary fortnight of events that the Library is currently involved in, including Culture Night, an Oscar Wilde event with Rupert Everett, A Conversation with Paul Koralek. The Early Irish Manuscripts are now fully digitised, and the new online exhibition of the work of Tom Murphy.

92.02 The President of the Graduate Students' Union thanked the Library and IT Services for running very informative and successful orientation events.

LIPC/17-18/93 Date of next meeting

The next LIPC meeting will take place on Monday 4th December 2017 at 3pm in the Henry Jones room, Old Library, Trinity College Dublin.