Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 23 April 2018 at 15:00 in the Henry Jones Room, Old Library Building

Present:	Chair (Professor Sylvia Draper), Librarian (Helen Shenton), Director of IT Services (Patrick Magee), Former Associate Dean for Online Education (Tim Savage), Head of School (Professor John Stalker), Representative from the Faculty Arts, Humanities and Social Sciences (Padraic Whyte), College Secretary (John Coman), Elected Board Member (Professor Deirdre Ahern), Associate Dean of Research (Lorraine Leeson), Students' Union Representative (Alice McPherson)
Apologies:	Academic Secretary (Patricia Callaghan), Kerrie Power (HEAnet), Head of School (Professor Andrew Loxley), Graduate Students' Union President (Shane Collins), John McDonough (National Archives), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Chief Operating Officer (Geraldine Ruane), Deputy Director IT Services (John Lawlor)
In attendance:	Deputy Librarian (Jessie Kurtz), Nicola Boutall (Secretary to the Committee)

SECTION A

LIPC/17-18/107 Welcome to new member

    107.01 The Chair welcomed Lorraine Leeson to the Committee, newly appointed Associate Dean of Research, and replacing Peter Gallagher on this Committee.

LIPC/17-18/108 Minutes

108.01 Minutes of the meeting of Monday 05 February 2018 at 15:00 were approved.

LIPC/17-18/109   Matters Arising from minutes of 05 February 2018

109.01   GDPR Working Group update

The Secretary to the College presented an update to the Committee on the preparation for GDPR and on the status of the work of the GDPR Working Group.

- The GDPR Working Group continues to meet monthly.
- High risk areas have been identified and will take priority. These are Academic Registry, HR, the College Health Centre, the Student Counselling Services, and Research involving sensitive personal data.
- Unified Communications Project Phase 2 led by IT Services is currently under way and will address some IT security concerns and issues.

The following resource requests have been sought to assist the Data Protection Officer:

- A 0.75 FTE resource solicitor post to amend 1,000 contracts to comply with GDPR.
- Draw down of two years of an external consultancy resource and a two-year Project Manager post to support School and Faculty compliance with the data processing requirements of GDPR.

The Head of School Professor Stalker suggested a one-page information sheet should be circulated to all staff outlining why the GDPR deadline cannot be ignored. The Secretary to the College confirmed that a communication will be circulated to all staff, an initial email will include a link to an online GDPR training module followed by a later communication more focused on common group activities. The Data Protection Officer will continue to review all completed surveys and filter initial queries, giving priority to the higher risk areas. Priority is also given to data

breaches that must be reported to the Data Commissioner. It is hoped that the extra resources will be in place within a couple of weeks.

The Associate Dean of Research requested guidance regarding Research Ethics. The Secretary to the College noted that Research Ethics has been identified as a priority area, and that guidance will be available soon. External groups have been established to discuss the issues both in the University sector and also by the LERU network.

The Secretary to the College confirmed that the University will not be 100% compliant by the 25th May 2018 deadline but a compliance roadmap will be in place which it is expected the Data Protection Commissioner will find acceptable as an approach. 100% compliance is expected to take approximately two years.

109.02 Cyber Security update

The Director of IT Services reported on his previous proposals around enhanced security as presented to this meeting under item LIPC/16-17/78 Cyber Security on the 29th May 2017 and item LIPC/1617/85 on the 6th June 2017. Following on from the meeting on the 6th June 2017, seven proposals were approved for progression. He noted that it is important that any service that is rolled out should also be adequately supported. Due to the growing number of incidents of accounts being compromised, IT security cannot be maintained without implementing additional security. Implementing Office 365 in the cloud gave an opportunity to enhance security. The following implementations are currently being considered:

- Multifactor authentication was approved by LIPC and the Executive Officers Group and has been piloted since late November 2017.
- The use of SharePoint to share data is robust but admittedly not as user friendly as some other popular but unlicenced products. Microsoft Teams sits on top of SharePoint's security and is more easily accessible. Dropbox is not GDPR compliant, however IT Services is currently assessing licencing Dropbox for Business. The Director of IT Services would favour Teams and One Drive but

recognises the need to regularise the use of Dropbox for Business particularly for research users. Users will be informed when the migration takes place to have time to separate out personal data.

- Computer / laptop / key encryption – firewalls are providing enhanced security. The Director of IT Services confirmed that Samsung and Apple mobile devices currently encompass enhanced security chips leading to many institutions allowing only these brands. The University has not yet made a decision on this issue.

- GDPR is driving a lot of activity and interest in cyber security. The Unified Communications Phase 2 project provides a set of services which will be presented with costs to the Capital Review Group in May 2018. This project will roll out these services across the University. It is currently still at point of product selection; the implementation plan has not yet been written.

The Chair strongly supported piloting the new implementations, and the Director of IT Services thought the higher risk areas of Research, Financial Services, and Administration would test the model first.

The Director of IT Services confirmed that encryption of desktops may also be rolled out as new machines are purchased. Training modules on IT Security are now available on-line.

LIPC/17-18/110 IT Governance & Compliance

110.01   The Director of IT Services reported on two principles regarding IT Governance and accountability around systems that have been brought to this Committee in previous years. There is no evidence that all parts of the University are complying with LIPC approved policies. Although IT Services have not actively engaged to confirm compliance in areas beyond their management, we recommend that an updated report should be sought annually for submission to LIPC and formal approval of their continued local management.

110.02   Autonomous networks are currently being managed in three different areas: The School of Computer Science & Statistics, Electronic & Electrical

Engineering, and the School of Mathematics. IT Services would like to renew engagement with these areas to ensure compliance is being met to satisfy external auditors.

110.03 The Head of the School of Mathematics, John Stalker, noted that this was the first he had been made aware of any reporting requirements, and asked the Committee to keep in mind the rotation of Heads of Schools when maintaining procedures.

110.04 Although IT Services are not business owners or administrators of all application system in use in the University, the external auditors have recommended that the access given to systems is periodically reviewed and that consistent mechanisms are in place around joiners and leavers. The Director of IT Services commented that the existing reporting mechanisms were implemented with good intentions but have not been maintained and he would now like to take this opportunity to promote some simple models.

110.05 The Chair supported this proposal and suggested that the business owner should be made aware that ownership was conditional on this process being audited and wondered if licences could be revoked if compliance was not adhered to.

110.06 The Chair suggested that the Director of IT Services might start by checking which business owners the external auditors BDO met and remind them of their compliance responsibilities. The Deputy Librarian, as a business owner, thought it would be helpful to have a form to sign annually confirming that users had been reviewed, that would then be dated and signed. The Director of IT Services was concerned that this would not provide sufficient evidence for the auditors that an actual review had taken place.

110.07 The Chair asked if the business owners would be responsible for GDPR. The Director of IT Services thought that a number of parties could be claimed against (University or individual). The Secretary to the College thought it would be considered similar to the Health & Safety policy - if a

process was being breached, or the fault of an individual. He agreed to check if any liability insurance was appropriate in this case.

110.08 The Director of IT Services would like to implement mechanisms to provide clarity for the existing business owners and asked that this Committee provide the authority required to enforce compliance.

Action 110.07a: The Secretary to the College to check liability insurance.

Action 110.08a: The Director of IT Services to identify key business owners and discuss mechanism to implement compliance.

LIPC/17-18/111 Irish eLegal Deposit Legislation update

111.01 The Librarian presented an update to the Irish eLegal Deposit Legislation. The Copyright and Other Intellectual Property Law Provisions Bill 2018 is currently going through the parliamentary stages.

It was noted that the largest number of responses to the questions posed during the consultation by the Department of Arts, Heritage Regional, Rural, and Gaeltacht Affairs, came from Trinity College Dublin. It was hoped that the legislation would capture the '.ie' web domain, but unfortunately this was omitted from the Bill. This will affect digital material that has never been published in paper format. Legislation is required to enable data to be captured. Professor Eoin O'Dell and the Librarian are briefing TDs as the Bill progresses through the Dail.

The Librarian gave a high level summary of why it is important to include web archiving of the 'ie domain in the Bill, because;

- there is a growing hole in Ireland's national memory
- many other countries have legislation for capturing the country's web domain
- 20 of the 28 member states of the European Union have digital legal deposit schemes in place
- there is no Irish legislation to systematically capture the ".ie" web domain

- this loss of memory will seriously affect the future understanding of Ireland's contemporary society
- we are a digital economy which makes this situation even more important
- if 'content is king', this is all about loss of content
- it particularly affects 'born digital' material ie material which was never produced in hard copy

111.02 The Library is so concerned about the loss of electronic material that the University created and currently funds edepositIreland which provides a home and platform to store and share Ireland's on-line government publications.

111.03 **UK legal deposit**

The Review of the UK Legal Deposit legislation (2003 and 2013) is underway. The Librarian noted that two separate submissions – one from the UK Copyright Library Directors, one from the UK publishers - have been made to the UK's Department of Digital, Culture, Media and Sport. The Libraries are requesting access to the UK web archive, which currently holds some x million websites. One key priority stated in the TCD Library Strategy 2015-2020 was to ensure access to UK e-legal deposit. It was agreed that this would be resource intensive, but this is what the Library should be doing. The Committee discussed the impact of Brexit to date, and the definition of the 'ie.domain.

LIPC/17-18/112 Library Strategic Implementation update

112.01 The Librarian presented an update to the Library Strategic Implementation plan. She outlined two proposed Library pillars as part of the University's philanthropic Capital Campaign. The first pillar comprises what was previously known as the Trinity Visitor Experience. The emphasise has now shifted from visitors to conservation, and in particular, conserving the Long Room.

112.02   A Research Study Centre is now in scope, and a feasibility study has been commissioned to explore using some of the ground floor space for a research study centre. The Librarian confirmed that part of the aim is to capture the full glory of the colonnaded space. There is a very pressing need for enlarged space for groups of students to safely access unique and distinct Library material. There is a very urgent need for appropriate environmental conditions for the issuing of vulnerable material to TCD scholars and international researchers.

The Librarian described how a planned, early pilot in the current Map Reading Room will trial this approach and enable access to the map collection both physically and digitally.

112.03   The Bursar is the Chair of the programme and the Librarian is the Sponsor. Many preparatory surveys have been completed and funding has been identified for stage 2B, which will take the programme through detailed design to planning application. The architects, Heneghan Peng, are currently working on a detailed design with expected delivery in October 2019, for submission for planning permission from Dublin City Council.

112.04   The second proposed philanthropic pillar outlines the creation of virtual Library content. It incorporates the policy of Digital Content Creation which was previously submitted to this Committee before being approved by Board.

The emerging Digital Programme, is chaired by the Vice Provost and sponsored by the Librarian.

The Library's Digital Resource and Imaging Service was reviewed a year ago to ensure it was developing in this direction, and the recommendations are being currently being implemented.

Action 112.04a: Librarian to update LIPC at the 15th October 2018 meeting on the two proposed Library philanthropic pillars.

LIPC/17-18/113   Proposed LIPC meeting schedule for 2018/19

113.01   The following dates were suggested for 2018/19 LIPC meetings:

- Monday 15 October 2018 – to start at 2pm

- Monday 26 November 2018
- Monday 04 February 2019
- Monday 25 March 2019
- Monday 13 May 2019

The Librarian asked the meeting scheduled for Monday 15 October 2018 start at 2pm rather than 3pm.

The Chair asked all Committee members to note the meeting schedule and to inform her if any dates were problematic.

Action 113.01a: All Committee members to note the meeting schedule for the next academic year.

LIPC/17-18/114   AOB

114.01   No further items for discussion.

LIPC/17-18/115   Date of next meeting

115.01   The next LIPC meeting will take place on Monday 28th May 2018 at 2pm in the Henry Jones room, Old Library, Trinity College Dublin.