

## Trinity College Dublin, University of Dublin

### Library and Information Policy Committee

Minutes of the meeting held on Monday 4 February 2019 at 14:30 in the Henry Jones Room, Old Library Building

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*Present:* Chair (Professor Sylvia Draper), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), Elected Board Member (Professor Diarmuid R Phelan), College Secretary (John Coman), Academic Secretary (Patricia Callaghan), Representative from the Faculty of Arts, Humanities and Social Sciences (Padraic Whyte), Head of School (Professor Martine Smith), Former Associate Dean for Online Education (Tim Savage), Kerrie Power (HEAnet).

*Apologies:* Chief Operating Officer (Geraldine Ruane), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Head of School (Professor John Stalker), John McDonough (National Archives), Associate Dean of Research (Lorraine Leeson), Graduate Students' Union President (Oisín Vince Coulter), Students' Union Representative (Paraic McLean), Deputy Librarian (Jessie Kurtz).

*In attendance:* Head of Management Services, IT Services (Helen O'Hara), Sharon McIntyre (Secretary to the Committee).

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#### SECTION A

**LIPC: 18/19.15 Minutes**

Minutes of the meeting of Monday 26 November 2018 at 15:00 were approved.

**LIPC: 18/19.16 Matters arising from minutes of 26 November 2018**

**Action 10.1** The Librarian confirmed that she had met with the Head of Digital/Web to discuss Archiving the University website. The Head of Digital/Web will look at the possibility of incorporating archiving into the refresh of The University website

**Action 12.1** The Director of IT services confirmed Digital Trinity is scheduled for discussion at the next EOG meeting and after approval it will be brought forward to Board. He will update Library and Information Policy Committee following this.

**Unified Communications (UC3):** The Chair enquired from the Director of IT Services regarding the allocation of funding for encryption. The Director of IT Services confirmed the proposal is with the Planning Group who are discussing the allocation of the strategic funding. This project is in the top four priorities for funding however he still awaits confirmation of a final decision. With regard to future purchase of encryption-ready computers/equipment the Director of IT services confirm the tender is in progress.

**GDPR Working Group update:** The College Secretary confirmed the GDPR project will now set up a Steering Group that he will chair. The establishment of this group had been waiting for the arrival of the GDPR project lead John Eustace, who is in place since 2 January 2019. This project is scheduled to run for two years to ensure full GDPR compliance. The College Secretary noted that Jennifer Ryan, Data Protection Officer will be leaving shortly and work is under way for a replacement post. Martin Smith noted the Health Research Regulations have a huge implication for Health Science but also impacts other schools. She queried whether students could undertake the GDPR training that has

been rolled out to staff? The College Secretary agreed this would be useful and confirmed that he would check if this was possible.

**IT Compliance (Autonomous Networks) update:** The Director of IT services outlined the background to this document. The Director highlighted the issue of compliance has been raised by the external auditors and Audit Committee with regard to autonomous networks. In order to satisfy audit requirements, it was proposed that an annual declaration should be made by the managers/owners of Autonomous Networks. The document now presented; *Library and Information Policy Committee Autonomous IT Network Compliance Requirements 2019/2020* is the first draft of this post declaration. Following discussion, the committee suggested that the Director should liaise with the three autonomous networks for feedback and include the following amendments.

1. Clarification is required with regards to who should sign this; Head of School, Head of Department or Head of Unit?
2. Remove reference to Library and Information Policy Committee. The declaration is being made for audit purposes not to the Committee; LIPC is just providing a mechanism.
3. Confirm who is responsible for following up in case of non-compliance.

The Director of IT services confirmed he would update the document and clarify compliance responsibility with the College Secretary before returning to the committee for final approval.

**LIPC: 18/19.17      Web Update - DRAFT Policy for Unlinked Website Content**

The Director of IT services confirmed that the Head of the Digital/Web has updated the policy in line with the recommendations made at the last meeting. The Committee approved this policy for Council circulation.

**LIPC: 18/19.18 Library - Draft Annual Report**

The Librarian presented the second draft of the *Library 2017/18 Annual Report*, confirming that the suggestions from the previous meeting had been incorporated.

Following discussion, the Committee approved this draft for Council circulation.

**LIPC: 18/19.19 IT Services – Draft Annual Report 2017/18**

Director of IT services presented first draft of the IT for services annual report for 20 1817 2017/18

He noted that this is a new format, which has less text and is more visual.

This is designed for online publication and will not be provided in print version. The content is structured around users' interests. It is simpler to read and allows the inclusion of more statistics. He noted the typical financial statement is not included in this document and a separate document which includes financial and benchmarking data will follow.

The following suggestions were made by the Committee

- Include a little more information on the people behind the statistics in the “Who We Are” section.
- In future would it be possible to include Blackboard stats over three years?
- Re-ordering of the highlights in the section supporting digital literacy.
- The colour palette made reading some of the graphs a little difficult
- The font size looks small in places.
- In the section updating on phishing, it would be useful to have historic data for future comparison.

**LIPC: 18/19.20    Open Scholarship**

The Librarian updated on the Trinity Open Scholarship Task Force's first meeting and confirmed that Trinity had fed into the LERU response on plan S.

The Task Force is currently looking to create a snapshot of where Trinity is on the road to Open Scholarship ahead of the LERU brainstorm on Open Scholarship, in Brussels that the Associate Dean of Research and the Librarian are attending. She confirmed that all LERU universities have started on this road; some are way ahead, some behind. However, to progress this agenda Open Scholarship needs "top down" and "bottom up" activity. Universities where Open Scholarship has advanced have seen leadership from Rectors alongside activity from individual researcher's engagement and excitement. The first Open Scholarship event is scheduled for 8 February 2019.

On a national level Trinity successfully fed into the NORF consultation, where the Trinity Task Force is cited.

**LIPC: 18/19.21    AOB**

None

**LIPC: 18/19.22    Date of next meeting**

Monday **25 March 2019 at 14:30** in the Henry Jones Room, Old Library.

**SECTION B**