

Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 13 May 2019 at 14:30 in the Henry Jones Room, Old Library Building.

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

Apologies: Chief Operating Officer (Geraldine Ruane), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Associate Dean of Research (Lorraine Leeson), Graduate Students' Union President (Oisín Vince Coulter), Students' Union Representative (Paraic McLean).

In attendance: Head of Management Services, IT Services (Helen O'Hara), Deputy Librarian (Jessie Kurtz), Sharon McIntyre (Secretary to the Committee), Bursar (Professor Veronica Campbell) for item LIPC: 18/19.33, Sub-Librarian, Digital Systems & Services (Arlene Healy), Digital Content Creation Manager (Jennifer Doyle), for item LIPC: 18/19.32.

SECTION A

LIPC: 18/19.30 Minutes

Minutes of the meeting of Monday 25 March 2019 at 14:30 were approved.

LIPC: 18/19.31 Matters arising from minutes of 25 March 2019

GDPR Working Group update: The College Secretary noted that the recruitment process to replace the post of Data Protection Officer, resulting from the resignation of Jennifer Ryan, has not resulted in an appointment. The job description is being revised and will be advertised again. In the interim the essential functions are being covered by John Eustace (GDPR Project Lead) as Acting Data Protection Officer, however it is not possible to cover all aspects of both jobs in this way in the long run.

He noted that the Health Research Regulations due to go live in April have been postponed until August, and any projects submitted to the Government-established Health Research Consent Declarations Committee before 7 July will have an amnesty.

The Secretary confirmed that the information regarding this has been and would continue to be disseminated widely to Schools and Disciplines in all Faculties. Professor Martine Smith, Head of the School of Social Science noted that this information has not filtered down to her area, this is critical as the Health Research Regulations require explicit subject consent. The Secretary indicated that there is a mechanism for research that is already under way to apply for an exemption before 7 July, otherwise specific consent from the research subjects will be required.

Action 31.01: College Secretary is to clarify the details of this and circulate.

IT Compliance (Autonomous Networks) update: The Director of IT Services noted that following a productive stakeholder meeting good feedback has been submitted, however consultation is ongoing, specifically in relation to the details of the declaration and clarification relating to the Data Controller. He confirmed that the final amendments

to this document should be in place by 30 May, allowing for completion in time to meet the required timeline for the external audit.

The Chair noted that the committee cannot approve the incomplete document, but can approve the principle, approach and intention of the document. It was agreed that LIPC approval of the principal was sufficient, at this time.

Action

31.02: The College Secretary agreed to seek specific advice regarding the appropriate data controller for these networks.

31.03: The Director of IT Services will add a section outlining roles and responsibilities to the document.

The committee approved in principle the Autonomous IT Network Compliance Requirements 2019/20 Document.

31.04: The Director of IT Services will submit the full document to the next meeting for review.

LIPC: 18/19.32 Open Licensing of images for the Library

The Sub-Librarian, Digital Systems & Services (Arlene Healy), and the Digital Content Creation Manager (Jennifer Doyle), presented this paper outlining the challenges and risks associated with the Library's current policy in relation to the licensing of images created by the Library. The benefits of transitioning to open licensing of images were highlighted in line with the increasingly 'open' environment in which the Library and University operates.

Overall, the response from the Committee was very positive. It was noted that this is in keeping with the European direction of Open Science

A number of technical and procedural queries were raised, such as the ability to apply watermarks; whether certain images can be ring-fenced and whether it was possible to do this with all material. The Sub-Librarian clarified that the proposal is to be applied to out-of-copyright material, which at present has very little restrictions.

The Librarian highlighted the benefits, including increased visibility of collections, increased use for research, and the availability of good quality images of Library collections rather than the poor quality ones that are now often used. The only negative identified was the potential modest loss of income.

The Library is seeking a decision relating to the principle i.e. open or not. Once this is agreed, the mechanics can be devised and implemented by the Library.

Action

32.01: It was suggested that more formal legal advice should be sought.

32.02: The Sub-Librarian, Digital Systems & Services (Arlene Healy), and the Digital Content Creation Manager (Jennifer Doyle), will proceed with engaging in a consultation process with stakeholders in advance of drafting a policy document for formal approval by the University.

LIPC: 18/19.33 Estates Strategy

The Bursar presented the Estates Strategy, highlighting that it is contingent on a number of other strategies including those of the Library, Sports, Residential, Sustainability and Commercial strategies. The Strategy sits on the Estates Master plan, which has established Design Guidelines, Wayfinding and Conservation plans.

There were a number of stages involved in developing the Estates Strategy, including a data gathering process to establish the base position, current requirements. There was a forecast of need: To determine how demands on the university estate will change; to analysis the current estate and strategies to establish the capacity of existing estate. This resulted in the identification of specific capital projects where space beyond the current capacity is required and strategies are being developed to deliver these, such as the Capital Campaign. The Bursar noted that for the first time this master plan is providing integrated solutions. She outlined the implementation process for this plan, which is broken down into short, medium and long term. Short-term projects are

urgent and planning for these should commence immediately through the University governance process. Medium term projects can start the governance process now but will take longer to bring to completion due to availability of funding or other complexities. Long-term projects will be dealt with over time.

The Committee raised the issue of the Book repository in Santry. The Bursar confirmed this had been identified; however financing is an issue. The Librarian confirmed that there is little possibility of Philanthropic funding for this project. However, given the recurring cost of commercial storage there is a business case to be made for this. It is currently identified as a short-term project and the business case may drive procurement.

LIPC: 18/19.34 AOB

Web & Social Media Governance Group: The Director of IT Services confirmed that he would be reviewing the College web policy and that he would be re-mobilising the web governance group in light of the content management project.

Action

34.01: The Director of IT Services will bring proposed Terms of Reference and Membership to the October meeting for approval.

UK Electronic Legal Deposit; The Librarian noted that The British Library are updating the infrastructure for UK e-LD and are currently considering going the route of cloud services. This is to form a substantive part of the discussion at the annual meeting of the Legal Deposit Librarians. She asked for confirmation / clarity regarding whether the Government or the University have a Cloud first policy. The Director of IT Services confirmed that it is university policy to move services to the cloud where appropriate. Kerry Power noted that there is extensive work ongoing on this in the European context. John Macdonough identified the difference between storage and digital preservation needs for records to be kept in

perpetuity. There was no knowledge of a policy predicated on these long-term preservation needs.

Action

34.02: The Librarian is to report on the outcome of the Legal Deposit Librarians meeting, at the October LIPC Meeting.

LIPC: 18/19.36 Date of next meeting

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

SECTION B

LIPC: 18/19.37 IT Services Users Group minutes

The Committee noted and approved the draft minutes of the meeting of 16 January 2019.