

Trinity College Dublin, the University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 13 July 2020 at 14:30 – MS Teams.

Present: Chair (Professor Brian O’Connell), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), Elected Board Member (Professor Diarmuid R Phelan), Associate Dean of Research (Lorraine Leeson), Academic Secretary (Patricia Callaghan), Head of School (David Hevey), Graduate Students’ Union President (Gisèle Scanlon), Students' Union President (Eoin Hand), Mairead Owens (Dublin City Librarian).

Apologies: College Secretary (John Coman), Chief Operating Officer (Geraldine Ruane), Dean of Arts, Humanities and Social Sciences (Gail McElroy), Kerrie Power (HEAnet).

In attendance: Head of Academic, Innovation & Digital Platforms (Dr. Geoff Bradley) for item LIPC: 19/20.37, Acting Keeper, Collection Management (Christoph Schmidt-Supprian) for item LIPC: 19/20.38, Deputy Librarian (Jessie Kurtz), Head of Management Services, IT Services (Helen O'Hara), Sharon McIntyre (Minute-taker).

SECTION A

LIPC: 19/20.34 Minutes

Minutes of the meeting of Monday 11 May 2020 were approved.

LIPC: 19/20.35 Matters arising from minutes of 11 May 2020

Old Library Redevelopment Project Update: The Librarian confirmed that since the last meeting the final design has progressed through all stages of the internal governance structure and received sign off for the three elements of the project:

- Preservation, environmental control, and Safety
- International Research Collections Study Centre
- Exhibition and display space and Visitor facilities

She noted there was very strong academic support when this was presented at Board. She was delighted to confirm that the planning application was submitted to Dublin City Council on 29 June in advance of the July 1 deadline.

She acknowledged that in light of the University cash flow, there would be a slowing down in the project. Instead of being concurrent, the application to move to Stage 2C will follow the approval of the planning application. This could take from three months to two years; the Librarian indicated that they were anticipating nine months.

In the meantime, there is a very extensive Logistics operation required to prepare the 700,000 collection items in the Old Library for relocation, in order to facilitate the redevelopment work. The Library has taken advantage of the COVID-19 lockdown to redeploy Library staff to work on a number of Logistics projects, for example, the inventory of material.

She confirmed that the Old Library and Book of Kells exhibition will re-open on 10 August, at which time the refurbished Treasury with the new case for the Book of Kells will be completed. In September there will be a small celebratory launch with the Minister for the Arts, Fáilte Ireland and the donors.

LIPC: 19/20.36 Coronavirus Update

IT Services: The Director of IT Services updated on the support provided for the exam period, 200,000 individual assessments were processed through Blackboard. He noted that the greatest challenges were students taking real-time assessments, of which there were 1,500 students. He confirmed that 27,000 hours of recorded content were generated over the three years prior to lockdown, which was increased by 76,000 hours in the lockdown period.

He also noted the continued support for the pivot to remote working; e.g. on average there are 600 meetings per day with over 1000 participants using MS Teams. The system is also processing 3,000 telephone calls per week. IT Services intend to sustain these supports.

He noted that they are waiting for the usage statistics for Zoom, however there are 215 additional paid accounts and 1400 free accounts (using @tcd.ie email addresses).

He highlighted that there has been a significant increase in phishing and cyber-attacks globally.

Finally, he confirmed that work is under way to prepare for the next academic year, supporting a mixed mode of teaching and looking at possibilities for opening public access computer rooms.

The Library: The Librarian confirmed that the Library opened Kinsella Hall from 29 June for daytime access, with 2m social distancing in place.

When campus opens on July 20 the Library buildings will open with c.500 study spaces. Access to campus will be with a valid staff or student ID card, but only for essential purposes. The Librarian noted the very appreciative, even emotional, feedback received from the postgraduate students who have been able to access conducive study space and good connectivity in Kinsella Hall.

She also confirmed that since June 8 the Library has launched five new services:

- An Post return (of material from fourth year students across Ireland)
- An Post delivery (of material to researchers across Ireland)
- 'Click & Collect'
- 'Scan on Demand'
- Live chat

In the first two days back on site Library staff processed over 2000 books that had been returned through the drop boxes and An Post service, and issued 300 items for 'Click and Collect', along with 24 deliveries around the country through the An Post service.

On 10 August the Early Printed Books and Manuscripts department will open a joint reading rooms in the Old Library.

The President of the Graduate Students' Union acknowledged the work of the Library and specifically highlighted the following staff members for their support of the postgraduate community:

Pat Comerford – Chief Library Guard, Peter Dudley, Sub Librarian (Reading Room Services and Space) and Siobhán Dunne, Sub Librarian (Teaching, Research and User Experience).

LIPC: 19/20.37 Irish National Digital Experience (INDEX) survey

Dr. Geoff Bradley, Head of Academic, Innovation & Digital Platforms presented the INDEX survey findings for Trinity College Dublin. This was a national survey to measure digital engagement, experiences and expectations of students and staff who teach in Irish higher education. It took place from October 14th through December 1st, 2019. The objective is to inform policy and practice in the institution; 1500 students and 155 of our teaching staff responded to the survey. He noted that the findings indicate the attitudes before COVID-19 and the lockdown.

The survey considered five themes:

1. Digital Teaching & Learning Practices:
Students use digital tools to access lecture materials online. Blackboard is the most important digital tool used by students. Before COVID-19 six in ten staff relied on this Virtual Learning Environment (VLE) for teaching.
2. Digital Infrastructure:
Students would like greater use of the VLE, before COVID-19 students wanted all lectures recorded.
3. Digital Skills Development & Support:
The student perception is that they are supporting themselves.
4. Digital Environment & Culture:
5. Attitudes to Digital:
There is a strong message from students in support of greater digital deployment.

The survey has highlighted the importance of Blackboard for both students and staff who teach. The next step is to share these findings with students and staff who teach.

The Chair thanked the Head of Academic, Innovation & Digital Platforms. The Academic Secretary noted that Blackboard is the only VLE, so it is not surprising that it is the number one tool. She identified that a high number of respondents wanted more training and that there was great interest in the pedagogical aspect of online teaching. She also highlighted that time is an issue for teaching staff; they are now being asked to sacrifice of research time this summer for preparing online delivery in the autumn.

David Hevey, Head of School – Psychology asked if there were any insights in the survey data to indicate impact of different types of teaching that are undertaken, for example are there differences to clinical skills teaching?

The Head of Academic, Innovation & Digital Platforms indicated this was not the case at present with the Trinity data that have been received. However, it is possible that trends might emerge on a national level.

Professor Diarmuid Phelan noted agreement with the Academic Secretary. This transition for teaching staff is not a once off investment of time it is a continuing process and a continuing requirement of resources. However, from the point of view of the teacher it is an ongoing additional thing they have to do. He asked again to be provided with the list of programmes that academics are being asked to interact with.

LIPC: 19/20.38 Borrowing of UK Legal Deposit Materials Proposal

The Librarian introduced Christoph Schmidt-Supprian, Acting Keeper (Collection Management) to present this paper and highlighted that any changes concerning UK Legal Deposit materials requires a careful approach, sensitive to our relationships with our partners, including publishers and the UK government.

The Acting Keeper pointed out that there is not consistency across the UK Legal Deposit University Libraries regarding the loan of this material. The hybrid model used at Trinity, where UK legal deposit books are 'borrowable by some' (i.e. staff and postgraduates), is to the detriment of the undergraduate user experience. This is complicated by the systems, as the Library has to find 'work-arounds' to standard setups in order to accommodate this complex borrowing regime.

He confirmed that any borrowing increases the risk of damage and loss. The Library is proposing to mitigate this increased risk by enhanced checks and protective measures, as outlined in the paper.

The Chair thanked the Acting Keeper (Collection Management). The Academic Secretary queried the risk posed by the undergraduate students.

The Acting Keeper confirmed it is not that undergraduate students *per se* pose a greater risk; it is simply an issue of scale, as undergraduates are the largest cohort in the Trinity community.

The Librarian noted that the UK legislation for electronic legal deposit is predicated on preservation, not access. The three universities want to make a case for better access, and are collating responses from their respective communities receive during the COVID-19 lockdown. This will need to be negotiated with the publishers, via the UK Joint Committee on Legal Deposit. The Librarian confirmed that the Library wanted a sense from the Committee if widening borrowing access to print legal deposit is a direction of travel that the University wants to go.

The Chair confirmed that the Committee supports this proposal in principle, and asked the Library to confirm at the next meeting whether implementation is feasible for later in the year. The Acting Keeper noted the added benefit to undergraduates in the coming academic year in light of the pandemic-related restrictive measures concerning the Library reading rooms.

Action 38.01 Librarian to confirm at the next meeting whether implementation is feasible for later in the year.

LIPC: 19/20.39 AOB

- **Access to Library E-Resources for Non-Consultant Hospital Doctors**

The Deputy Librarian presented this paper requesting an extension of the existing access to the Library's e-resources for Non-Consultant Hospital Doctors (NCHDs), which has been in place in St James's Hospital (SJH) since 2017, to NCHDs colleagues in Tallaght University Hospital.

Following a review of the scheme in place in SJH where all NCHDs were registered, it is proposed to make a change so that NCHDs now have to 'opt in', rather than just setting up the entire cohort of new NCHDs every year. This will ease the administrative burden involved in setting up hundreds of 'visitors'

The Committee approved this access as suggested, and acknowledged the considerable ongoing cost involved.

LIPC: 19/20.40 Date of next meeting

Monday **05 October 2020 at 14:30** by MS Teams.

SECTION B

Nothing to report