

Trinity College Dublin, the University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 25 January 2021 at 14:30 – MS Teams.

Present: Chair (Dr Daniel Faas), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), Associate Dean of Research (Lorraine Leeson), Academic Secretary (Patricia Callaghan), Dean of Arts, Humanities and Social Sciences (Gail McElroy), Head of School (David Hevey), Head of School (Henry Rice), Graduate Students' Union President (Gisèle Scanlon), Students' Union Education Officer (Megan O'Connor), Mairead Owens (Dublin City Librarian).

Apologies: Chief Operating Officer (Geraldine Ruane), Kerrie Power (HEAnet), Elected Board Member (Professor Diarmuid R Phelan), College Secretary (John Coman).

In attendance: Assistant Librarian (Niamh Brennan) for item LIPC: 20/21.22; Head of Academic Services, Innovation & Digital Platforms (Dr Geoff Bradley), Deputy Librarian (Jessie Kurtz), Head of Management Services, IT Services (Helen O'Hara), Nicola Boutall (Minute-taker).

SECTION A

LIPC: 20/21.18 Minutes

Minutes of the meeting of Monday 30 November 2020 were approved.

LIPC: 20/21.19 Matters arising from minutes of 30 November 2020

21.19.01 Digital Preservation: The Librarian reported that the College Secretary has nominated the College Data Protection Officer to chair the University Records Digital Preservation Sub-Group, and the Assistant Secretary to the College as the Secretary's Office second representative. The Librarian noted that the document 'Digital Preservations Group Proposals'

previously circulated to this Committee for the 30th November 2020 meeting, has been updated with these nominations.

21.19.02 Undergraduate Borrowing of Legal Deposit Material update: The Librarian reported that undergraduate borrowing of legal deposit material will be implemented with a soft launch by the end of February 2021. It will then be presented to the Library Leadership Group before returning to this committee with a further update.

LIPC: 20/21.20 Coronavirus Update

IT Services: The Director of IT Services noted that there is an element of continuity during this time. Key points this period include arranging a temporary increase in Blackboard capacity to support the submission of first semester assessments and piloting a proctoring tool with the School of Medicine as over 3,000 exam papers were completed. The proctoring tool was considered a success with only 11 individual problems due to issues with older devices and will continue into semester 2. Engagement around lecture capturing is continuing with the working group chaired by the Dean of Graduate Studies who are producing new guidelines for semester 2, covering key issues around security, data protection, intellectual property, and other elements. Panopto capacity has been increased from 200,000 hours to 1 million hours (30,000 hours a week) and is continuing to be a significant asset for both students and lecturers and may grow further in the next semester.

The Service Desk team provided additional resources to help with assessments although very few queries were received. Future concerns include accommodating the impact of deferrals, and external possibilities such as deferring the Leaving Certificate which would have an impact on September 2021 usual procedures.

Daily usage of the VPN runs at 850, as it is used to access the finance system, SITS, and some HR systems; Zoom and Microsoft Teams continues to be highly used.

Concerning the quality of lectures, the Director of IT Services noted that the focus is on supporting online teaching and how to use the available products to give the best student experience. A working group reports to COLSAG, feedback is continually monitored, and adjustments made accordingly. The Chair noted that students submit evaluations at the end of each module.

The Library: The Librarian reported that it was the first time that library study spaces were kept open over the Christmas period, (excluding Christmas Day.) As examinations took place after Christmas this year, largely the same levels of opening continued into January 2021 (without evening or Saturday openings.) Increased health and safety measures for staff and students were introduced to minimise contact. The aim is to balance provision of study space and services for readers with the wellbeing of staff. Currently Kinsella Hall and the 1937 Reading Room are open 14 hours per day, 7 days per week. The Berkeley & Lecky libraries are open in the afternoons. Click and Collect, Scan on Demand and other services, including virtual consultations have been kept going. The An Post book delivery service and electronic resources have both been increased. It was noted that the Old Library had to close on the 23rd December 2020 due to Level 5 restrictions. All measures are under continuous review.

The Librarian confirmed that 2m distancing is being adhered to in the library. Study space is available for all students via the booking system with the option for a quick visit to allow printing, or to book a seat for an hour 45 minutes. Access to UK e-Legal Deposit is also available on site. The Students Union Education Officer thanked the Librarian for all the hard work keeping the libraries open. She noted that final year Humanities students are very worried and requested that this group be given priority to services. The Librarian suggested taking further discussions off-line and bring it to the Trinity Living with Covid Group meetings.

LIPC: 20/21.21 2019/20 Annual Report, Library

The Librarian took as read the 2019/20 Annual Report circulated to this meeting. It was noted that the Librarian would like to progress this report straight to Council, unless there is anything substantive to add. The Librarian noted that upon lockdown in March 2020, the Library had quickly accelerated the availability of digital resources and the Library was in the forefront of the phased reopening of Trinity. The Library's role as a sanctuary and calm environment with good connectivity had become of paramount importance, especially for students. Two major capital projects have also advanced in the past year, namely the Old Library Redevelopment Project and the Virtual Trinity Library. Dublin City Council awarded planning permission for the Old Library Redevelopment Project and further philanthropic donations secured under 'Inspiring Generations' campaign. A substantial enabling project for the movement of the books from the Old Library was completed during lockdown, when c.50 staff working from home contributed to the completion of the 1872 Printed Catalogue project. Over 100,000 items would be available to researchers through Stella search by the summer. Other achievements include completing the stunning display case for the Book of Kells. Preliminary work is underway for the Virtual Trinity Library including recruitment of contract staff for the individual projects. The Virtual Trinity Library programme will be launched in February or March 2021. It was noted that this is the final year of the 2015-2020 strategic plan although it is essentially a fifteen-year plan. Statistics at the end of the report illustrate the direction of expenditure, some of it Covid-19 related, noting that more is now spent on e-resources than print which is largely due to the increase usage of electronic devices and to Covid-19. The Librarian expressed huge gratitude to all library staff for all their efforts in keeping the library functioning and providing support to students and staff.

Mairead Owens congratulated the Library team on a very impressive report which shows agility and innovation. She wondered about the sustainability, cost, and demand of access to e-material. The Librarian confirmed that this is a major issue, €250k was spent on Covid related expenses. The Library is buying more e-resources than print, but print is still requested. The UK Electronic Legal Deposit material can only be accessed on site which has the potential to ultimately lead to the Library owning two e-collections. This is a point for future policy discussions. A new service was implemented providing streamlined access to e-journals. The Academic Secretary praised the report, noting the high level of work. In reference to the table on page 25, the Librarian confirmed that Subject Librarians discuss the needs and wants of each subject with the Schools, which is trending towards more e-publications, although hard copies are not going away with some Schools staying with monographs.

The Director of IT Services agreed that the report was impressive and ready to go to Council. He specifically highlighted the notable progress of the 1872 Printed Catalogue Project, a significant achievement building on the original work by Professor John Byrne. He wondered if the closure of the British Library had had an impact on the Library of Trinity College Dublin. The Librarian noted that the digital infrastructure between six copyright libraries held by the British Library, is a major issue. The Library at TCD is dependent on the British Library and although Trinity's staff could continue working on Stella, the British Library could not work remotely in the same way, which has resulted in a backlog. A project will be implemented to catch up.

The Librarian noted that more photographs will be added to the final version of the annual report.

The Chair thanked the Librarian for the very comprehensive report and approved the 2019/20 Library Annual Report to progress to Council.

LIPC: 20/21.22 Open Scholarship and Plan S compliant research

The Assistant Librarian presented an overview of Plan S, an initiative for Open Access publishing supported by COALition S, a group of mostly European research funders and research organisations. Plan S requires immediate open access to all journal articles funded by a number of research organisations from the 1st January 2021. Guidelines will also be issued shortly for monographs and book chapters to be included by the end of 2021. This requires Trinity researchers in receipt of grants from several funding bodies to deposit their papers accepted for publication into an institutional repository such as TARA. A copyright retention statement template provided by funders must also be included in the submission. Failure to comply may result in fines.

Support and training workshops for researchers has been implemented with assistance from the Associate Dean of Research, the Librarian, Schools, Trinity Research & Innovation and Professor Eoin O'Dell.

Head of School David Hevey suggested a dedicated webpage would be useful, with principles well explained and steps to take. The Assistant Librarian confirmed that a Library guide, Plan S LibGuide, has been published and she will ensure that the information has been sent to all Directors of Research.

The Assistant Librarian agreed that this was expected to lead to a change to policies as issues are starting to emerge particularly around copyright and intellectual property.

LIPC: 20/21.23 AOB

- The Director of IT Services reported that Dr Geoff Bradley will be Acting Director of IT Services while he takes the post of Interim Chief Operating Officer.
- The Chair noted the change of date of the next meeting to Monday 15th March 2021 at 14:30 by MS Teams.

LIPC: 20/21.24 Date of next meeting

Monday 15 March 2021 at 14:30 by MS Teams.

SECTION B

Nothing to report