

Trinity College Dublin, the University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Wednesday 15 February 2023 at 11:30
in the North Training Room, Berkeley Library.

Present: Chair (Dr Caitríona Leahy), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), College Secretary (John Coman), Elected Board Member (David Grouse), Head of School (Professor Alan O'Connor), Dean of Research's Nominee (Dr Immo Warntjes), Academic Secretary (Patricia Callaghan), Students' Union Education Officer (Zöe Cummins), Mr Ronan Byrne (CEO of HEAnet Ltd).

Apologies: Dean of Arts, Humanities and Social Sciences (Gail McElroy), Head of School (Professor Christine Morris), Chief Operating Officer (Orla Cunningham), Mairead Owens (Dublin City Librarian).

In attendance: Deputy Librarian (Jessie Kurtz), Head of Management Services IT Services (Helen O'Hara), Sharon McIntyre (Minute-taker).

SECTION A

LIPC: 22/23.11 Minutes

Minutes of the meeting of Wednesday 11 November 2022 approved.

LIPC: 22/23.12 Matters arising from minutes of 11 November 2022:

Old Library Redevelopment Project (OLRP) Update: The Librarian highlighted the launch on St Brigid's Day February 1st of the first sculptures of women scholars in the Long Room, and the 'in-conversation' event with the artists and scholar champions the following day, which were filmed and will be available for all to watch. It was noted how these had resonated beyond the in-person events.

The Librarian updated briefly on the OLRP, noting that the team is $\frac{1}{3}$ of the way through the Old Library decant, representing c.3km of the c.10km of collection items to be moved. The project team is in the process of signing off on the final design, including testing of the fire

suppression measures.

She confirmed that the decant is on track and the Old Library will be closed to visitors by late autumn.

The Librarian further confirmed that the university is committed to the continuity of access for our visitors to the Book of Kells, and the Printing House is underway. The Library is contributing to the immersive experience in the temporary pavilion, especially repurposing images and content created as part of the Virtual Trinity Library (VTL).

The Librarian reported that she would be travelling to New York with the Provost and TDA (Trinity Development and Alumni) for fundraising later this month.

The Chair recorded congratulations to all involved in the landmark event of the installation of the sculptures of women scholars in the Long Room, and the College Secretary recorded appreciation to Catherine Giltrap, curator of the Art Collections.

The Academic Secretary asked if there would be more women added to the Long Room? The Librarian noted that these four increased from the original plan to add two women, and it was the intention to keep all four sculptures on display in the university during the closure period. She noted that in due course she would like to see the Long Room with 50/50 representation.

VLE (Virtual Learning Environment) Update: The Director of IT Services reminded the committee of key points in relation to this item:

1. We are bound by public procurement rules, which require that we tender from an approved range of companies and must choose the company and product that offers the best combination of price and features to match the requirements that have been defined.
2. A product can only be contracted for a maximum period before a retender is required. Once we go to tender, it is not possible to control which company and product wins and gets awarded the business. It is important to understand this process in the context of the implications this will have for the review and refresh of a VLE. When the initial decision to implement a VLE was made a project was established under the sponsorship of the Vice Provost and led by IT Services. The project engaged in wide consultation across the university, academics, and students, to document the features and services Trinity sought. Following a tender process using these identified requirements, Blackboard emerged as the best fit.

In parallel, under the Bursar, a VLE policy was created and brought through LIPC (Library & Information Policy Committee).

Since the initial tender, the VLE usage profile in College has changed greatly. It now has 85% usage and is integrated with 15 other systems. We now need to decide whether to extend the current Blackboard contract or go to market with a new set of requirements and no certainty on which platform may be selected. Changing away from the current VLE would also mean changing the integration with all connected systems and processes. This would take between 18 months and two academic years.

It was previously anticipated that a set of new VLE requirements would be defined this year. However, given the anticipated impact of the admissions strategy and the digital learning strategy on those requirements, it is now proposed to extend our contract for use of Blackboard under the current tender arrangement out to September 2025.

By 2025 we must have a clear digital learning platform plan for the second half of the decade or else commit to Blackboard for a further number of years. In parallel, the University's VLE policy must be revisited and updated.

A committee member asked if this would mean waiting until 2027 for improvements/developments in Blackboard? The Director of IT Services responded that IT Services would be consulting on what enhancements could be carried out in the interim.

In response to a comment from a committee member, the Director of IT Services confirmed that he would be availing of the VLE procurement framework currently under development by HEAnet.

LIPC: 22/23.13

LIPC self-assessment in the context of future Governance, discussion:

The Chair opened the discussion by describing the current governance context. To fulfil the requirements of new legislation the current Board will be stepped down at the end of the current academic year and a new, smaller Board appointed. In tandem with this, and drawing on the work of the Board Review Working Group, the Provost is reviewing and restructuring the Principal Committees of Board. It is proposed that the remit of the Principal Committees will be strengthened and that they will do more substantial work previously undertaken by Board.

It is currently proposed that the LIPC, along with the Estates & Facilities Committee, will become part of a Critical Infrastructure Committee. The Provost's intention is not simply to merge the existing terms of reference of these committees and continue business as usual. Rather, a general review of committees' purview and operations in their areas is proposed. In line with this overall strategy, the LIPC is now invited to undertake a self-evaluation, to look at what works well, and what does not, and to

identify any gaps or obstacles in its operations. To optimise its role in the new governance structures, the LIPC needs to have a clear sense of what it wants to protect, and what it wants to achieve. As part of that, it needs to think through how it currently interacts with other committees, sub-committees, and groups, and how these interactions will map onto the proposed new structures.

A committee member added the following points: It is intended that the Principal Committees will do more of the heavy lifting of governance, allowing Board to focus on strategy. To this end there will be two new Principal Committees – the Environment and Sustainability Committee, and the Risk and Compliance Committee. Current proposed Statute changes are at a high level of generality; committees' terms of reference will set out the detail of their remit and operation.

The Librarian expressed support for the proposed Critical Infrastructure Committee.

Some operational questions were asked: should some aspects of what the LIPC does be taken to Council rather than Board? How is the Critical Infrastructure Committee to interact with the current governance ladder? Mixed views were expressed regarding the desirability of sub-committees and there was some discussion of permanent vs 'combustible' sub-committees. A member suggested that if there are a set of issues that are taking up time at a Principal Committee, this may indicate the need for a dedicated subcommittee.

A committee member noted the importance of external members both for Principal Committees and their sub-committees.

Further operations questions raised included: What will be the relationship between the CIC and other Principal Committees? Where will investment and compliance issues live? If there is a risk around critical infrastructure to be raised, is this an issue for the Risk and Compliance Committee or the CIC? If both committees have jurisdiction will this result in duplication? Should the Director of IT Services should be on both the Risk and Compliance Committee and the CIC?

In light of this interconnectedness across functions, a committee member emphasised the need to ensure that each committee has ownership of the right things. To that end we will need an overview of the Terms of Reference of all committees.

A committee member expressed concern that "policy" has been replaced by "infrastructure" in the name of the committee, and wondered how long-term digital preservation would fit in and if the name of the CIC will be locked into Statutes?

The College Secretary responded that the committee's name will be included in a Schedule and can therefore be changed by Board. It was suggested that this matter be included in the review of the LIPC's TOR. The existing TOR is to be considered, and the new TOR derived in alignment with all the other TOR for Principal Committees in order to avoid gaps and overlaps.

Also, relevant here is that fact that future policies are to be managed through the Policy Management Framework, which has been approved by Board and is now being resourced.

A committee member gave an example of a specific policy that might have multiple homes in the new structure: would an 'E-Publications vs Print Policy' fall under the Environment and Sustainability Committee or the CIC?

The chair brought the discussion to a close inviting members to formulate any further thoughts and questions and send them to her by 01 March.

LIPC: 22/23.14 **AOB**
None

LIPC: 22/23.15 **Date of next meeting**

- Wednesday **17 May 2023 at 11:30** in the North Training Room, Berkeley Library.

Confirmed Schedule for Library & Information Policy committee Meetings 2022/23

- Wednesday 17 May 2023
- Wednesday 14 June 2023

SECTION B

LIPC: 22/23.16 **IT Services User Group minutes from the meeting of 26 October 2022**
The committee noted and approved the draft minutes of the meeting of 26 October 2022.