

Trinity College Dublin, the University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Wednesday 22 March 2023 at 11:30
in the North Training Room, Berkeley Library.

Present: Chair (Dr Caitriona Leahy), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), College Secretary (John Coman), Elected Board Member (David Grouse), Dean of Arts, Humanities and Social Sciences (Gail McElroy), Dean of Research's Nominee (Dr Immo Warntjes), Academic Secretary (Patricia Callaghan), Mairead Owens (Dublin City Librarian), Mr Ronan Byrne (CEO of HEAnet Ltd).

Apologies: Head of School (Professor Alan O'Connor), Head of School (Professor Christine Morris), Chief Operating Officer (Orla Cunningham), Students' Union Education Officer (Zoe Cummins).

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

SECTION A

LIPC: 22/23.17 Minutes

Minutes of the meeting of Wednesday 15 February 2023 approved.

LIPC: 22/23.18 Matters arising from minutes of 15 February 2023:

Old Library Redevelopment Project (OLRP) Update: The Librarian noted following her report on the launch of the first sculptures of women scholars in the Long Room on St Brigid's Day February 1st at the last meeting, that this event is still resonating widely. She confirmed that the video from the [in-conversation event between scholar champions and the sculptors](#) is now available.

The Librarian reported she has been in New York for philanthropic events in support of the Library with Provost, which were successful.

The Librarian noted that planning for events in the countdown to closure of the Old Library is underway, including a collaboration in April to launch the Centre for the Book and an exhibition to mark the 400th anniversary

of Shakespeare First Folio. In September there will be an event to celebrate a notable Donation.

The Librarian updated briefly on the OLRP, noting that the Old Library decant work is continuing and work has started on the Ussher Basement to create an interim Research Collections Reading Room, to ensure continuity of access to collection materials and staff services.

She noted that colleagues in CRU (Commercial Revenue Unit) were working on the "Book of Kells Experience" and work on the Printing House is underway, with an emphasis on environment, security, and fire prevention. The design for the exhibition is being signed off and work has commenced on the pavilion in New Square. There is also a proposal for an installation in the Long Room to maintain visitor numbers as the decant progresses which is subject to planning permission. Five screens will be placed in the Long Room explaining the decant process, and the bays at the east end will remain full of volumes until the closure. The design is being finalised to go out for pre-tender estimates.

LIPC: 22/23.19

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

The Chair opened the discussion with the framing question *Do the Terms of Reference for this committee present an accurate picture of the existing operations?* Considering existing operations, which current ToR should be retained under new committee and are there gaps between operations and ToR which need to be addressed?

It was noted that 4.1 (i) in the existing terms suggest that policies and strategies are established by the committee, however in practice issues have been identified at committee and the policies have been developed by IT Services and the Library then brought to LIPC for review and approval, along with new policies.

4.2 of the current terms Oversight and Advisory appear not be part of the remit of the new committee. However, it was pointed out the new Policy Management Framework is in place to address the implementation and monitoring of policies once they have been approved. This unit is resourced, identifies policy owners and sets down reporting requirements. A copy of the Policy Management Framework document will be circulated for the next meeting.

The composition of the new committee was considered, and it was noted that the more powerful the committee is the more important it is to get the representation correct. It was queried if there was enough academic representation on the new committee. There is no representation from the Dean of Research. It was agreed that the academic voice is not strongly enough represented in the proposed committee.

Concern was raised that there is no mention of budget in the ToR for the new Critical Infrastructure Committee, will this committee have the power to approve spending, if not what will the process be?

It was agreed that the Chair would have an informal conversation with the current Chair of the Estates Committee, and report back at the next meeting.

LIPC: 22/23.20 Library Annual Report 2021/22

The Librarian presented an overview of the Library Annual Report 2020/21. In response to questions, she highlighted the e-Books SOS campaign calling out unsustainability of electronic content and ebook pricing, and the objectionable terms and conditions under which they are made available. She noted that libraries are campaigning around this issue and are getting traction especially across Europe. In Ireland she outlined that this is being reviewed by the Competition Authority. The Librarian was congratulated by the Committee on the Annual Report, noting the huge amount of work underway.

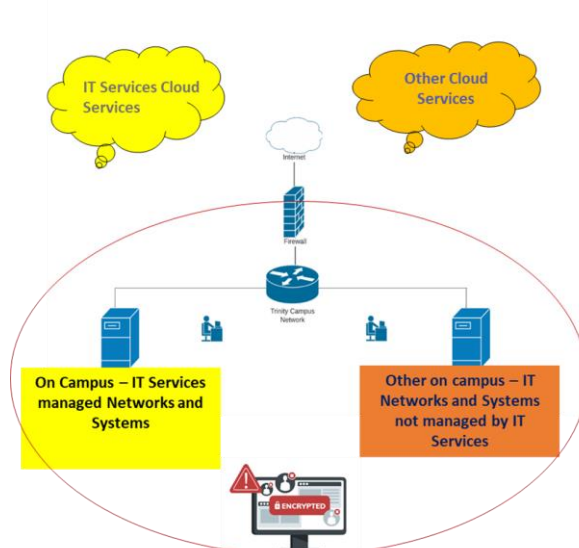
LIPC: 22/23.21 Systems Owners Charter

Following his presentation outlining the rationale for the System Owner Charter the Director of IT Services requested that LIPC:

- Endorse a Federated Model of IT Security Governance
- Support the collation of information on systems and appropriate systems owners.
- Endorse the introduction of a System Owners Charter

This charter is required considering the current high level of cyber security risk, in which external stakeholders are increasingly requiring institutional assurances. However, the University operates an internally distributed accountability for systems and data. Internal Reviews have highlighted the risk of lack of awareness or compliance with IT Security policies.

The Director presented the following Trinity Systems *Simplified Overview*:



IT Services have identified the following areas as creating cyber challenges:

- Unknown Systems
- Unmanaged Systems
- Abandoned Systems

The Director highlighted the challenge from *Unknown Systems* including unknown levels of compliance around systems and data. The potential cyber vulnerability with not knowing who is accountable and responsible for managing; Security and Access Controls, backups patching and upgrading, user access and compliance. What is the potential for disruption or permanent loss of data?

The introduction of the System Owners Charter will identify a System Owner who is Accountable for the following:

- Policy Compliance – Procurement, IT, Data Management throughout the lifecycle through to retirement
- Security of the system and the users of the system
- Data Protection, Retention / Disposal / Quality
- Business Continuity / Disaster Recovery / Incident Management plans

However, he noted the responsibility for these activities could be assigned:

- To others with the necessary skills within the Unit
- To others with the necessary skills within the University
- To vendors /3rd Parties

The committee approved the Director of IT Services three requests.

LIPC: 22/23.22 AOB

The College Secretary formally notified the committee of his upcoming retirement.

The Chair on behalf of the committee thanked the Secretary for his work.

LIPC: 22/23.23 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 14 June 2023