

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 21 November 2005

Present Vice-Provost (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Professor Brian Foley, Ms Anne Fitzgerald (for Secretary), Ms Vivien Jenkins, Mr Charles Larkin, Dr Eoin Mac Cárthaigh, Dr Andrew Butterfield, Mr Dónal McCormack

Apologies Mr Michael Gleeson, Dean of Research,

In attendance Mr John Murphy, Ms Orlagh Ennis

SECTION A

IPC/05-06/01 Minutes The Minutes of the meeting held on 13 June 2005 were approved.

IPC/05-06/02 Matters Arising

- 02.1** Under item 49.1 of the minutes of 13 June, it was noted that the flat panel displays which are to be located around College were still under consideration. The Secretary's Office and Communications Office have taken responsibility of the proposal. There are currently no available resources to implement the system in College but suitable options are being investigated.
- 02.2** Under item 50.5 of the minutes of 13 June, it was noted that the former Vice-Provost had written to the Director of Building's Office regarding the lift in the Manuscripts Department. Mr Adams informed the Committee that installation of the lift will begin in January and that College members will be notified this week.
- 02.3** Under item 52.2 of the minutes of 13 June, clarification was requested on the AMN licenses and if the email address given would be selected randomly. Mr Nowlan noted that there would be one generic email address which could be used for queries relating to the AMN license which would be monitored by staff in that section.
- 02.4** Under item 52.6 of the minutes of 13 June, it was noted that discussions with Maths and the Dental School regarding AMN licenses are ongoing. The IT Security Officer has just gone on maternity leave so not as much progress has been made as would have been liked. The IT Security Officer's replacement is in place and work will continue.

IPC/05-06/03 Peoplefinder

- 03.1** Ms Fitzgerald reviewed the memorandum which had been sent to the IPC by the Information Compliance Officer. She noted that student contact details had been removed from the peoplefinder as it was in contravention of the Data Protection Act. As employees of a Public Institution, it is mandatory to make staff details publicly available.

- 03.2 A meeting to discuss the Student Email Directory has been scheduled for 24 November to identify how this issue can be addressed. One possible option is to request permission from students to publish their details on the web the day they register.
- 03.3 It was agreed that a report would be produced following the meeting on 24 November to update the IPC.

IPC/05-06/04 Access Control System

- 04.1 It was noted that the Acting Director of Buildings had previously been requested to table a document regarding a replacement access control system. The Committee were notified that no work was ongoing and that a proposal would not be submitted at this stage.

IPC/05-06/05 Library's Strategy for Storage

- 05.1 Mr Adams presented a position paper on strategy development for storage planning. Based on the current pattern of storage, the storage space within the Trinity-owned section will be full in 12-18 months time.
- 05.2 He presented the options for strategic storage development which would involve storage at a Green Field Site, Santry Site or City Centre Site. The Library's disposal policy would come under review and the option of Co-operative storage with other institutions would be considered.
- 05.3 Mr Adams also noted that mechanical stacking and robot retrieval would be considered as there are benefits on staff costs and environmental conditions but that the cost implications would need to be outlined.
- 05.4 The Committee approved the Librarian's request to continue investigation into the storage needs and to produce a developed proposal for the next IPC.

IPC/05-06/06 Next Meeting The next meeting will take place on Wednesday, 14 December at 14.00 in the Board Room, Provost's House. Professor Jane Grimson will give a presentation on eStrategy.

IPC/05-06/07 AOB

- 07.1 **Institutional Repository Project:** Mr Adams tabled a document on the TCD Prototype Research Repository which had been presented to the IPC in January 2005. It is proposed that eTheses will be used as part of the content for the pilot. An Open Source software product called D-Space has been selected and an investigation of its viability is underway. The potential impact on IS Services and the Library is also being reviewed.
- 07.2 Mr Nowlan noted that the project is solely a research project and not a service and that there is no commitment for the project to continue after six months. There are concerns that the process does not conform to the Guiding Principles agreed at Board. He also noted that IS Services do not currently have the expertise in the technologies proposed. He suggested that the project should go ahead but that the Steering Group for the project should meet and forward a formal proposal to IPC.

- 07.3** Mr Adams acknowledged that there is concern over the long term viability of the project and suggested that long term costs should be included in the formal proposal.
- 07.4** Ms Jenkins suggested that a standard template for such proposals be developed. Mr Nowlan agreed to draw up a draft template for the next meeting.
- 07.5** It was agreed that the project proposal would be reviewed at the next meeting and that the Dean of Research should present the proposal as he will be responsible for the project.
- 07.6** **eMentoring Initiative and the Trinity Access Programmes:** Ms Jenkins informed the Committee that TAP are interested in setting up an e-mentoring programme between its second level partner schools and local businesses. They have received a grant from Goldman Sachs and would like to link into the e-Mentoring programme E-mentor Pro which has been offered to College at a discount price.
- 07.7** Ms Fitzgerald expressed concern over the discounted price and the liability to College should something go wrong.
- 07.8** Ms Jenkins agreed to provide more information on this proposal at the next meeting.

SECTION B

IPC/05-06/08 Minutes of sub-committees

- 08.1** The Committee noted the minutes of the Information Compliance Committee Meeting held on 22 June 2005.
- 08.2** The committee noted the minutes of the IS Services Committee meetings held on 09 June 2005 and 03 November 2005.
- 08.3** The Committee also agreed that as one member of the IS Services Committee had left College, the Deans should appoint another member to replace him. The Director of IS Services noted that if a member from each Faculty wished to attend, they would be welcome.
- 08.4** The Students' Union Education Officer noted that the next IS Services Committee had been scheduled out of term and asked if it could be changed.
- 08.5** The Committee noted the minutes of the Library Committee meeting held on 07 November 2005.

IPC/05-06/09 SAS Progress Report – November 2005

- 09.1** The Academic Secretary advised the Committee that CMIS had run a full cycle and had worked well. The implementation of Quercus Plus is currently being worked on. Some delays have been met but they are being dealt with. The timetable needs to be revised but the SAS Support Unit are keen to adhere to the 'go live' date originally scheduled.

SECTION C

- IPC/05-06/10 Revision to Records Management Policy** The Committee approved the policy
- IPC/05-06/11 Appointment to the Web Management Committee** The Committee approved the appointment of Dr Patrick Geoghegan, School of Histories and Humanities to the Web Management Committee.

CALL-OVER OF OUT-STANDING ACTIONS

Meeting date	Action	Person(s) Responsible
13 June 2005	Follow up on provision of display screens through College	Secretary's Office/ Communications Office
21 November 2005	Update on Peoplefinder following meeting on 24 November	Assistant Secretary
	Develop a detailed proposal on storage options for Library	Librarian
	Devise a standard template for proposals for the IPC	Director of IS Services
	Proposal for the Institutional Repository Project to be presented	Dean of Research
	Additional information on eMentoring to be provided.	Academic Secretary