

**The University of Dublin
Trinity College**

Minutes of Information Policy Committee Meeting, 31 March 2006

Present Bursar (in the chair), Mr Robin Adams, Mr Michael Nowlan (Secretary), Dr Eoin Mac Cárthaigh, Ms Anne Fitzgerald, Dr Andrew Butterfield, Mr Charles Larkin, Mr Dónal McCormack, Professor Pete Coxon, Ms Patricia Callaghan,

Apologies Mr Michael Gleeson, Dean of Research, Professor Michael Marsh

In attendance Mr John Murphy, Mr. John Lawlor, Ms Jessie Kurtz, Ms Sharon McIntyre

SECTION A

IPC/05-06/41 Minutes The minutes of the meeting held on 21 February 2006 were approved.

IPC/05-06/42 Matters Arising

42.1 Proposal for Disability Information System

Under minute 38 of the previous meetings minutes, Mr McCormack, expressed concern with the lack of progress on the proposal for a Disability Information System.

Mr Nowlan reported that communication with the proposer had been established and that issues with this proposal are being resolved.

42.2 Review of Project Proposal Template and Guiding Principles

Under minute 33 of the previous meetings minutes, Mr Nowlan reported that the information for the amended project proposal template is now available on the web. This will be updated in due course.

IPC/05-06/43 eStrategy

43.1 The Bursar reported that there was a need for accurate costing for the strategy. The aim is to bring this to the July Board Meeting.

43.2 The Bursar noted that he would bring the document to the next Partnership meeting.

43.3 Mr Larkin asked for a time line for the implementation of the Post Graduate on line application system.

Ms Callaghan noted that she has opened discussions with the Postgraduate Applications Centre in Galway to advance online applications through this Centre. The provision in Quercus+, the new student administration system, is very basic and would be costly to develop to Trinity's specifications for online postgraduate applications.

IPC/05-06/44 Draft Systems Road Map

- 44.1 Mr Nowlan presented the draft Systems Road Map. He noted that this is IS Services view of when systems could be implemented, however a consultation process should commence now.
- 44.2 Mr Adams noted that the Library Management System would require replacement before 2010 as it had reached the end of its development.
- 44.3 Mr. Larkin asked if the current road map would be affected by the e-strategy
Mr. Nowlan replied that core operational systems need to be maintained during the e-strategy planning and implementation process.
- 44.4 The Committee asked Mr. Nowlan to proceed with the consultation phase and report back.

IPC/05-06/45 Library and College Archives Annual Report

- 45.1 Mr Adams presented the Library and College Archives Annual Report 2004/05 and gave a brief outline of the highlights which included the commencement of the Mellon Retrospective Cataloguing Project, The IReL initiative which has made two and a half thousand e-journals available to the college community, the final phase of the Ussher (24 hour Reading Room) was opened, the Library received the Pollard collection of Children's literature, and the collection from Institiúid Teangeolaíochta Éireann, and the first phase of the Book of Kells pigment analysis project was completed.
- 45.2 Mr. Adams noted the appointment of a Deputy Librarian after a vacancy of three years. In addition funding from SFI and the Department of Health has allowed for the appointment of two Librarians to support these user groups.
- 45.3 Mr. Adams noted two areas of concern raised in the report: (i) The continued vacancy in several senior posts, most notably the Systems post which is affecting the Library's ability to deliver digital services. (ii) The lack of storage space in the library. He noted that the library is undertaking a full review of the overall space requirements.
- 45.4 Mr. Adams reported that over ½ Million visitors came to the Old Library last year 10% of this income is allocated to college overheads, the balance is invested in the library's services for teaching and learning.
- 45.5 The committee noted that there is no confirmation on plans for IReL beyond the current funding programme of 2009.
- 45.6 The committee adopted the report and noted the concerns of the Librarian regarding shortage of space and vacancies in key posts.

IPC/05-06/46 Project Proposal by School of Histories & Humanities for Digital Image Catalogue

- 46.1 Mr Adams presented a proposal from the School of Histories and Humanities, requesting approval for the implementation of a system to digitise and store collections of images from Art History and Classics making them available for teaching support.
- 46.2 Mr. Murphy noted that this proposal had not been fully discussed with IS Services
- 46.3 Ms Fitzgerald suggested that as the funding for this system has been provided by the Research Committee and this application was subject to

recent procedural requirements, the IPC could approve, subject to satisfactory consultation with IS Services.

- 46.4** Mr Lawlor suggested that this committee withhold approval pending consultation with IS Services.
- 46.5** Ms Fitzgerald requested that formal communication be made from this committee to the Research Committee regarding this matter and alerting them of the procedures required for approval of a project of this type, to avoid this situation arising again.
- 46.6** The committee decided to refer the proposal for the necessary consultation with ISS prior to re-consideration

IPC/05-06/47 Next Meeting The next meeting will take place on Monday, 02 May at 14.30 in the Board Room, Provost's House.

SECTION C

IPC/05-06/48 Minutes of sub-committees

- 48.1** The Committee noted the minutes of the Library Committee meeting held on 27 February 2006.
- 48.2** The Committee noted the minutes of the IS Services Committee meeting held on 09 February 2006.

IPC/05-06/49 SAS Progress Report

- 49.1** The Committee noted the March 2006 SAS progress report.

CALL-OVER OF OUT-STANDING ACTIONS

| Meeting date | Action | Person(s) Responsible |
|---------------------|------------------------------------------------------------------------|----------------------------------------------|
| 21 November 2005 | Develop a detailed proposal on storage options for Library | Mr Adams |
| 16 January 2006 | Update on provision of display screens in College | Secretary's Office/ Communications Office |
| | Update on Peoplefinder on return of the Information Compliance Officer | Ms Fitzgerald |
| | Amend project proposal template | Mr Nowlan |
| 31 March 2006 | Update on Systems Road Map consultation process | Mr Nowlan |
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