

**The University of Dublin  
Trinity College**

**Minutes of Information Policy Committee Meeting, 2<sup>nd</sup> December, 2008**

*Present* Professor Eunan O’Halpin (in the chair), Acting Director of IS Services (Secretary), Librarian, Vice-Provost, Mr Liam Dowling, Head of School of Social Sciences and Philosophy, Acting Secretary, Academic Secretary, Education Officer, Students’ Union, President, Graduate Students’ Union.

*Apologies* Dean of Research, Deputy Librarian, Bursar

*In attendance* Acting Deputy Director of IS Services, Acting Manager of Management Information Systems Services, Ms Karen Coogan.

**SECTION A**

**IPC/08-09/10 Minutes** The Minutes of the meeting held on 21<sup>st</sup> October were approved.

**IPC/08-09/11 Matters Arising**

**11.1** The Education Officer, Students’ Union enquired if any progress had been made with the review of Committees since the last meeting? The Vice-Provost informed the Committee that the Review Committee on Committees had met once since the last meeting and had, so far, discussed Council and its sub-Committees. The Review Committee is due to meet again next week and plans to discuss Board. He assured the Committee that he will provide updates of any further developments.

**11.2** Under 2.1 of the previous meetings minutes it was noted that no progress had been made on the ‘*Library and Information Services User Committee*’. This Committee was now approved at the last meeting of Board, with the inclusion of a Head of School as a member.

**11.3** The Acting Director of IS Services informed the Committee that the Chief Operating Officer had requested a change to IPC/08-09/4, 4.8 of the minutes of 21<sup>st</sup> October 2008. He highlighted that IPC would have oversight on overall decision making for new proposals.

**IPC/08-09/12 Library Policies**

**12.1** The Librarian presented the draft document on high level policies governing Library practice, services and operations.

**12.2** *Admissions Policy and Readers Services*  
The Committee noted the resource implications of generating membership for significant numbers of external readers. The Librarian undertook to quantify these costs.

**12.3** *Collection Development Policy*

The Committee noted in particular the statement on the policy of supporting the development of open access scholarly publishing as an alternative to the current commercial model. The Committee agreed that the policy should include a statement on the role of Legal Deposit, in particular the extension to legal deposit of electronic publications.

**12.4** *Preservation Policy*

The Committee noted that the policy adopted the international standard for storage of library materials, BS 5454. Little of the Library's present accommodation is compliant with this standard.

**12.5** *Security Policy*

The Committee noted the relevance of College policies on data security to access to Library electronic resources and agreed that wording from these policies should be included in the Library statement

**12.6** *Exhibitions Policy*

The Committee agreed that the scope of the statement 6.3.2 on exhibitions in the Long Room should be widened to include exhibitions of all holdings.

**12.7** It was agreed by the Committee that the Librarian would take all of the above comments on board and make any necessary amendments before circulating the document.

**IPC/08-09/13** **College e-Strategy**

**13.1** The Acting Director of IS Services gave the following update on e-Strategy.

**13.2** The Year 1 plan for e-Strategy has now been approved by Board. The Chief Operating Officer has begun the initial stages of setup and an Interim Group has been established. The Chief Operating Officer will talk to staff groups including, IS Services, Staff Office, Treasurers Office and other administrative areas regarding e-Strategy over the coming weeks.

**13.3** The first Interim Group Meeting was held on 1<sup>st</sup> December, 2008. The Chief Operating Officer discussed staffing recommendations for e-Strategy. New posts will be established and it is hoped these will be advertised on 9<sup>th</sup> January, 2009.

**13.4** The Chief Operating Officer intends to establish an overall steering group for e-Strategy including members from both inside and outside College.

**13.5** The Acting Secretary advised the Committee that the Board has approved the First Year plan only for e-Strategy.

**13.6** The Chair highlighted to the Committee that e-Strategy would have a major impact on College administrative areas and stressed the

importance of the full co-operation of academic areas in its implementation

- 13.7** The Vice-Provost informed the Committee that he would be Chairing the Steering Group on e-Strategy, and highlighted that this was an oversight and governance group.
- 13.8** The Acting Director of Information Systems Services suggested that this item should be kept on the agenda and he will provide updates at future meetings.

#### **IPC/08-09/14 Management of IT Projects**

- 14.1** The Acting Director of IS Services reminded the Committee that IS Services were due to present a document on the Management of IT Projects at this meeting. However, due to changes in the reporting and governance structures within College the framework as described in the document is no longer valid, he instead presented a document highlighting the following key changes.
- The Governance structure will change to reflect the role of the e-Strategy Steering Group.
  - The composition of the proposed steering group is significantly different
  - The MIS Manager's role in e-Strategy has not been decided
  - The Project Manager for these projects will not be from IS Services
  - The approach to life-cycle budgeting has changed
  - Project initiation and project prioritisation will now move to the e-Strategy group.
- 14.2** The Academic Secretary asked where the Project Managers were likely to be from. The Acting Director of IS Services clarified that there would be an open competition for the posts.
- 14.3** The Chair queried if the recent change of Statutes and College Calendar would have implications for e-Strategy. The Acting Director of IS Services responded that this had been discussed at the recent Senior Management Group Meeting and there would indeed be challenges in the given timeframe. The Vice-Provost added that decisions on changes in the Statues were very recent and assured the Committee that everyone would be informed when more clarity was given. The Acting Director of IS Services informed the Committee that he had raised issues in relation to this with the Chief Operating Officer.

#### **IPC/08-09/15 System Project Proposals**

- 15.1 New Finance System Research**  
The Acting MIS Manager presented the Research Proposal and Award Management System Document to the Committee. This document had been presented at the previous meeting and it was agreed that it would be referred back to the Dean of Research and Dr Callaghan with comments on the Committee regarding resourcing and stakeholder consultation.
- 15.2** The Acting MIS Manager reported that a representative from Research had now been added to the Project Team.
- 15.3** He also reported that Dr Callaghan has assured him that funding was available from SFI OIP allocations for this project. The Chair queried if the allocation of funding was definite? The Vice-Provost assured the Committee that funds were available for this project. The Acting Deputy Director of IS Services reported that he had contacted Dr Callaghan and been informed that €120,000 was available for the funding of software, and €100,000 was available for the funding of 2, full-time or equivalent staff posts.
- 15.4** The Head of the School of Social Sciences and Philosophy requested that the needs of the Research Community be taken into account when looking at the market for a Research System. The Acting MIS Manager assured him that this would happen. The Acting Deputy Director added that the current proposal was for project initiation and that the needs of the research community would be addressed during the requirements phase of the project. He also added that the Acting MIS Manager would inform the Project Team to be aware of this issue.
- 15.5** The Committee approved the New Finance Research System Proposal, subject to written assurance from the Dean of Research that funds are available.
- 15.6 Access Control System**  
The Acting MIS Manager gave a verbal update of then progress on the Access Control System Proposal.
- 15.7** A request for quotations has been circulated to a number of vendors; responses have been received and are currently being accessed. It is foreseen that Consultants should be appointed in the near future.
- 15.8** The Acting Director reported that the importance of a new Access System had been stressed at a recent meeting of the Facilities Operational Team.

**IPC/08-09/16 AOB**

- 16.1** The Librarian reported that the Tara RSS Group is proposing to upgrade the system with the next version of software, and is working on resourcing requirements. Both the Chair and the Acting Secretary raised

issues with quality control in RSS. The Librarian agreed to take these points back to the Library and look into them further.

**IPC/08-09/17 Next Meeting** At 2.30pm, Tuesday 20<sup>th</sup> January, 2008, Henry Jones Room, Old Library

## **SECTION B**

### **IPC/08-09/18 Minutes from sub-committees**

The Committee noted the minutes of the Web Committee Meeting held on 6<sup>th</sup> November 2008.

The Committee noted the minutes from the Library Committee held on 10<sup>th</sup> November 2008.

## **SECTION C**

### **IPC08-09/19 Proposed reduction in budgets for Support and Administrative Areas.**

- 19.1** The Librarian informed the Committee that required reductions of €490,000 in the Library budget would initially result in reduced accessions of books, periodicals, equipment and other non-pay expenditure.
- 19.2** The Librarian also reported that the Library submitted a proposal to make 1.5% of cuts by purchasing fewer books and journals. This proposal was not accepted, so cuts will be made to the Library non-pay budgets.
- 19.3** The Acting Director of IS Services reported similar cuts. IS Services will incur a cut of €450,000 from their non pay budgets.
- 19.4** He informed the Committee that this would have a significant impact on student computing, as computers would not be upgraded in year 3 but would be upgraded in year 4 instead. New wireless networks across campus would need to be postponed and the purchase of new servers would be cut. There is no guarantee that contract positions will be renewed. If staff are not replaced, helpdesk closure times will need to be curtailed.

### **IPC08-09/20 Changes to Statutes**

The Librarian reported that the Statues Review Working Party are looking at how the changes will impact on the Library and IS Services. The Librarian, The Acting Director of IS Services agreed to meet to discuss this further before the Christmas Break.