

## University of Dublin

### Trinity College

#### Library & Information Policy Committee

Minutes of the meeting held on Monday 21<sup>st</sup> November 2011 at 15.00 in the Henry Jones Room, Old Library.

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*Present:* Professor Eunan O’Halpin (in the chair), Librarian (Secretary), Director of IS Services, Ms Mary A. Coffey, Dean of Arts Humanities & Social Science, Professor James Wickham, Professor Brian McGing, Dean of Research, College Secretary, Academic Secretary, Vice President Graduate Students' Union, Students' Union Representative

*Apologies:* Chief Operating Officer,

*In attendance:* Deputy Librarian, MIS Manager, Ms. S McIntyre

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#### Section A

**LIPC/11-12/01      Minutes**

Minutes of the meeting of 20<sup>th</sup> May 2011 were amended to the correct date and approved.

**LIPC/11-12/02      Matters Arising**

Nothing to report

**LIPC/11-12/03      Cloud Computing Policy**

- 03.1 The MIS Manager introduced a draft policy document for discussion on the use of cloud computing provided by third parties
- 03.2 The aim of this policy is to enable the use of cloud services where appropriate, while insuring we are in compliance with legal and other requirements.
- 03.3 It was agreed that the MIS manager will present a revised document for the next meeting of the Library & Information Policy Committee

**LIPC/11-12/04      Virtual Learning Environment (VLE)**

- 04.1 The Director of IS Services updated the committee on the current status of the VLE project
- 04.2 Following a thorough investigation of the proposed Moodle implementation, it became clear that there were a number of high level risks that could not be mitigated; one of these relates to off-site hosting of course and student information. As a result of these concerns the Senior Lecturer had established a small working group to investigate. The view of that group is to upgrade to Blackboard Learn 9.1.
- 04.3 Several members of the committee expressed serious concern regarding this decision, as there were significant issues regarding the performance of this system as an academic support.
- 04.4 It was agreed that the Academic Secretary would arrange for a demonstration of the proposed VLE solution to the academic and student representatives of this Committee in advance of the Digital Communications Steering Group's meeting on November 28<sup>th</sup> 2011.

**LIPC/11-12/05      e-strategy update**

This item was deferred

**LIPC/11-12/06      Project Management Group**

- 06.1 The Director of IS Services presented the report of the Program Management Office outlining the current status of the top ten IT related projects in College. The project report is available on the IS Services Website

**LIPC/11-12/07      College Records Management System**

- 07.1 The Librarian presented a paper from the Library and College Archives User Committee outlining the need for a College Records' Management Policy / System and seeking the committee's support for an exercise to scope this project.

- 07.2 The committee supported the recommendation for a college Records' Management Scheme and approved the request to scope this project.

### **Section B**

**LIPC/11-12/08 Terms of reference for Library & Archives Users' Committee**

- 08.1 The Librarian presented a Memo from the Library and College Archives User Committee, requesting approval for a change in membership to this committee, following the Provost's request that the Vice Provost/Chief Academic Officer should chair this group.
- 08.2 The committee approved the request, and stipulated that one of the academic members on the group should be a representative of the LIPC.

**LIPC/11-12/09 Museum Standards Programme for Ireland Accreditation (MSPI)**

The Committee approved the circulated policy documentation for the Museum Standards Programme for Ireland Accreditation (MSPI).

- Old Library Preservation & Conservation Strategy
- Library Emergency Response Plan
- Implementation Plan 2011-2012
- Acquisition policy
- Strategic Management Plan - Old Library

### **Section C**

**LIPC/11-12/10 Impact of budget reductions in Library & IS Services**

- 10.1 The Librarian and director of IS Services presented a Memo detailing the effects the current budget cuts have had in the provision of material and services in the Library and IS Services.

- 10.2 The Student Union representative raised the issue of change in Library hours, the lack of space on the 24hour study area and the implementation of interim out of hour's book return facilities.
- 10.3 The Librarian's response noted there was no change to Library Opening hours; however with the reduction in staff numbers it has been necessary to reduce service hours. This should be offset by the introduction of self issue facilities. The interim measure of Out of Hours book return boxes should be in place by next week. The Librarian confirmed that options for extending the existing 24 hour study space were being considered.
- 10.4 The Chair raised concern on behalf of the academics regarding the cancellation of journal subscriptions
- 10.5 The Librarian replied that discussions were still under way on how best to deal with this impact of reduction in budget.

**LIPC/11-12/11 Minutes from sub-committees**

The Committee noted the minutes of;

- o The Web Management Committee Meeting held on 30/09/11
- o Library & Archives Users' Group Meeting held on 02/11/11

**LIPC/11-12/12 Any Other Business**

- 12.1 The Director of IS Services noted that he would be bringing a paper regarding the provision of e-mail services for retired staff to the next meeting of this committee

**LIPC/11-12/13 Next meeting**

Monday 16<sup>th</sup> January 2012 at 15.00 in the Henry Jones Room, Old Library

Signed .....

Date .....