

Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 18 April 2016 at 15:00 in the Henry Jones Room, Old Library Building

Present: Professor Micheál Ó Siochrú (Chair), Librarian (Helen Shenton), Professor David Ditchburn (Head of School), Professor Aidan Seery (Elected Board Member), Director of IT Services (John Murphy), College Secretary (John Coman), Mr John McDonough (National Archives), Graduate Students' Union President (Ms Katie Crowther), Deputy Librarian (Jessie Kurtz), Deputy Director IT Services (John Lawlor).

Apologies: Mr John Boland (HEAnet), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Academic Secretary (Patricia Callaghan), Professor Agnes Higgins (Vice Provost's Nominee), Associate Dean for Online Education (Tim Savage), Associate Dean of Research (Peter Gallagher), Students' Union Representative (Ms Molly Kenny), Chief Operating Officer (Geraldine Ruane).

In attendance: Ms. Sharon McIntyre (Secretary to the Committee), Head of Research Collections and Keeper of Manuscripts (Dr Bernard Meehan), Bursar (Veronica Campbell) for item LIPC/15-16/35.

SECTION A

LIPC/15-16/33 Minutes

33.1 The minutes of the meeting of Monday 18 February 2016 at 15:00 were approved.

LIPC/15-16/34 Matters Arising

34.1 The Chair noted further to item **LIPC/15-16/28: Update on the post of Keeper of Manuscripts and Head of Research Collections:** he will raise this issue at the next Board meeting.

34.2 PhD Student Library access

The Deputy Librarian provided an update from the IT and Library Access Policy Working Group regarding PhD Student Library access. She noted that access will be in place by the end of May for this group of students. However, there are other student groups that require attention; the Committee is working on ensuring the correct data is available from Academic Registry to provide Library access and other services to these students. She confirmed that she would bring a full report to the October meeting of LIPC.

- **Action 22b: The Deputy Librarian will provide a full report to the October meeting of LIPC.**

LIPC/15-16/35 Research Collections Reading Room

- 35.1** The Bursar provided an update on the Infrastructure Development Plan. The initial step in this process was for the College to gather and analyse data on its estates. This will provide the information required on which to build an implementation plan. There was a review of Library estates, taking into consideration the needs of the Library for consistency of quality of experience across the University. The data is now being collated and a feasibility study is being prepared.
- 35.2** The Chair reported that the report on the Estates Masterplan was presented at the last meeting of Board, by Turnberry the consultants working on this. The Library was mentioned several times as part of the Masterplan and there was specific reference made to the Research Collections Study Centre. This is a very positive step.
- 35.3** The Chair reported the issue for this Committee still remains. The grounds for LIPC approval of the TVE programme was contingent on the development of the Study Centre as part of the programme.
- 35.4** The question was raised, how long will this take? The Bursar responded that it is a two year process, to produce the plan. She is due to return to Board in June 2017 with the strategy.
- 35.5** The Librarian confirmed that the Library is updating analysis of Library space to feed into this plan.

- 35.5** The Chair noted that it is hugely important that this Committee is kept up to date with the progress of this issue. He also noted that it is very important that the status of the Library funding should be increased based on the increase of commercial income.

LIPC/15-16/36 Update on of Head of Research Collections post

- 36.1** The Librarian updated the Committee on the status with regard to the post of the Head of Research Collections. The request for a permanent replacement in this post has been submitted to Academic Services Division (ASD) for approval. In support of this application, job description and testimonials from Fellows emphasising the importance of the expertise in the Library for their research output, have been included.
- 36.2** The Committee noted that it is essential for this appointment to be made as a permanent post. If necessary, a business case should be put forward.
- 36.3** The Chair noted the precedent exists for permanent appointment of academic posts and asked the Librarian to note the endorsement of this Committee for this permanent appointment.

XX → Action 36a: The Chair will bring this matter to Board at the earliest possible opportunity and the Librarian will provide an update at the June meeting of LIPC.

LIPC/15-16/37 Strategic Implementation funding update

- 37.1** The Librarian updated the Committee on her presentation to the Planning Group, and highlighted the issue regarding a minute from the Finance Committee, amending a previous Board decision
- 37.2** The Chair noted that there are a number of minutes brought to Board for approval, and it is not always possible to follow where a substantive change is being made to a pervious decision.
- 37.3** The College Secretary noted more business is being pushed to principal committees and items in minutes which need to be noted should be marked **XX** in the margin.

- 37.4** The Librarian noted that the situation is not acceptable; we cannot proceed with the strategy implementation if it is not funded.

LIPC/15-16/38 Digital Content Creation Policy

- 38.1** The Keeper of Manuscripts presented the Digital Content Creation Policy. During the subsequent discussion he confirmed we are currently behind other institutions internationally in our progress, and noted that we do not have the funding for large scale digitisation.
- 38.2** The Chair agreed it is essential we proceed with this. There is an intrinsic link to teaching which is very important.
- 38.3** The Committee suggested that an approach should be made to the Director of Commercialisation to fund this.
- 38.4** The College Secretary suggested that this should be presented to Board as a requirement for the Library Strategy and supporting the College Strategy.

➤ **Action 38: The Librarian will submit this Policy to Board**

LIPC/15-16/39 Meeting schedule for 2016/17:

- 39.1** The Committee agreed the proposed dates for the meetings in the next Academic Year as follows:
- Monday 03 October 2016
 - Monday 05 December 2016
 - Monday 06 February 2017
 - Monday 03 April 2017
 - Monday 29 May 2017

LIPC/15-16/40 Any Other Business

None

LIPC/15-16/41 Date of Next Meeting

- 41.1** Monday **13 June 2016** at **14:00** in the Henry Jones Room, Old Library Building. Committee members were asked to note the earlier start time of **14:00** for this next meeting.

SECTION B

LIPC/15-16/42 Minutes from Sub-Committees

42.1 IT Services Users' Group Committee Meeting – 03/02/16

42.1 Library & College Archives Users' Group Committee Meeting – 22/10/15

Signed:

Date: