

## Trinity College Dublin, University of Dublin

### Library and Information Policy Committee

Minutes of the meeting held on Monday 5 December 2016 at 15:00 in the Henry Jones Room, Old Library Building

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*Present:* Professor Sylvia Draper (Chair), Librarian (Helen Shenton), Director of IT Services (John Murphy), College Secretary (John Coman), Academic Secretary (Patricia Callaghan), Professor Agnes Higgins (Vice Provost's Nominee), Associate Dean for Online Education (Tim Savage), Deirdre Ahern (Elected Board Member), Mr John McDonough (National Archives), Mr John Boland (HEAnet), Graduate Students' Union President (Mr Shane Collins), Students' Union Representative (Mr Dale Whelehan), Deputy Librarian (Jessie Kurtz), Deputy Director IT Services (John Lawlor).

*Apologies:* Professor David Ditchburn (Head of School), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Associate Dean of Research (Peter Gallagher), Chief Operating Officer (Geraldine Ruane).

*In attendance:* Ms Nicola Boutall (Secretary to the Committee), Bursar (Veronica Campbell) for item LIPC/15-16/45.

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#### SECTION A

##### **LIPC/16-17/53 Minutes**

**53.1** The minutes of the meeting of Monday 13 June 2016 at 14:00 were approved.

##### **LIPC/16-17/54 Matters Arising**

**54.1** The Library Stewardship Strategy was attached to the minutes and submitted to Board. The Librarian has currently no further update regarding implementation.

**54.2 Programme for Visibility of, and Access to, all Library Collections – update**

The Librarian updated the Committee regarding the Programme for Visibility of, and Access to, all Library Collections. The policy was submitted to Board

and accepted. Prioritisation will be made to collections which have the greatest impact academically and will be most widely utilised. It will be project based; for example, the Terry Pratchett collection will be the first to be completely catalogued, and the A.C. Elias Swift bequest to coincide with the 350<sup>th</sup> anniversary of Swift's birth. Two one year posts are being recruited.

#### **54.3 Update on Head of Research Collections post**

The Librarian reported that recruitment is underway and currently at the long-listing stage. There was significant, national and international interest in the post. Feedback suggests that it is seen as the most interesting such position currently available, and that the Library Strategy is a significant recruitment draw. It was advertised as a ten year position, reviewable after the first five years with the view to becoming permanent. The Panel is being chaired by the Vice Provost/Chief Academic Officer. Short listing will take place at the end of January 2017. Interviews will include a presentation, to which this Committee will be invited. The Librarian & College Archivist and Deputy Librarian will be on the interview panel.

#### **54.4 Records Management Policy implementation**

The Records Management Policy was submitted to Board. There is no update on implementation at this time.

#### **54.5 Governance Model for IT**

The Deputy Director of IT Services updated the Committee on the 'Governance Model of IT' as brought to this Committee at the June 2016 meeting – item LIPC/15-16/46. The Audit Committee have commissioned BDO to carry out an internal audit of the University which includes IT across the whole University, and which has now replaced action 46a stating that the Deputy Director would provide a more detailed compliance report. The Director and Deputy Director of IT Services have attended an initial meeting with BDO to discuss the terms of reference and structure of the audit. The report is currently at draft one stage, and the Deputy Director is waiting to receive the final report from BDO. BDO

will also send recommendations to the Audit Committee. The Director of IT Services noted that external audits can be very corporate in nature, and time was needed to identify the terms of reference. University IT is required to be flexible, and as such, the implementation of some recommendations can be difficult. IT Services will have a chance to respond to the report and recommendations. The College Secretary noted that the audit will link into the University Risk Register, and it was common practice to carry out regular audits. The Director of IT Services noted that no single entity within the University is responsible for IT governance.

**Action 54a: The Deputy Director of IT Services will provide an update on the BDO report for the February meeting of LIPC**

**LIPC/16-17/55 Estates Master Plan update**

**55.1** The Bursar updated the Committee on the progress of the Estates Master Plan in relation to the analysis of the Library's space needs. A UK based company won the procurement competition, and will be focusing on collecting and collating data, particularly on the condition and occupancy of buildings. Library space will be evaluated in December 2016 and January 2017; the suitability and the conditions of the infrastructure will be discussed with the Librarian. Visits to the Old Library and contemporary libraries have been made and issues captured, and site visits to Santry have taken place and the issues documented. The Bursar visited the Weston Library in Oxford to explore the significant possibilities of reimagining a 1930s library building, and the advantages of storage methods where books were moved to an external, high density repository at Swindon. The Bursar will update this Committee when the report has been completed.

**55.2** The Chair commented on the complexity of the project involving a diverse range of uses for space and types of users. The Bursar clarified that the three Faculties were initially involved in the exploration, and were asked how they see themselves growing in the future to assist in space planning. Similarly the Library has various different physical requirements, ranging from learning commons for students to collaborative spaces to specific workstations to view

e-deposit content. It also has various off campus locations. The Bursar emphasised that it was very useful to think about storage as an enabler, illustrating what can be achieved on campus when storage is off-site. The Librarian reinforced this point adding that the University is currently spending a lot of money on contracted-out storage facilities. She articulated how re-building at Santry with environmentally, fit-for-purpose facilities would allow for future growth, and offer potential as a commercial venture.

**Action 55a: The Bursar to ask Turnbury to present an update to LIPC**

**LIPC/16-17/56 Trinity Visitor Experience Update**

- 56.1** The Bursar provided an update on the progress of the Library component of the Trinity Visitor Experience (TVE). The Design team has been appointed following a successful tender competition, and comprises two companies working together. The architects are the internationally acclaimed, Dublin-based firm Heneghan Peng; the exhibition designers are Studio Louter/Opera based in the Netherlands.
- 56.2** The draft Stage 1 report has been presented, outlining the infrastructure that will be required around exhibition spaces, including the Book of Kells, and elements of the Old Library, and the Berkeley Library. The Bursar noted that all issues and options are being very carefully considered.

**LIPC/16-17/57 Digital Transformation Strategy - Update**

- 57.1** The Director of IT Services provided an update to the Digital Transformation Strategy, which was initiated in 2015. The Strategy has gone through several iterations, and at the end of September 2016 was brought forward to be considered by the EOG as part of their project prioritisation exercise.
- 57.2** As per the priorities detailed on the 'Digital Initiatives and Timelines' table, Digital Trinity 2025 version 4 document, workshops have been run communicating the Digital Transformation Strategy to appropriate stakeholders. The Digital ID app, developed by students and IT Services staff, and the TCD MyDay, have both been launched.

- 57.3** The focus of the Strategy is on Teaching and Learning, and the student experience, and supporting research and administration with new technological developments. It will enhance the Virtual Learning Environment and support other strategies including CRU. The scope of the Strategy is expanding and broadening. The Provost is keen that students are involved in helping the University digital campus to evolve, and has asked for their input.
- 57.4** The Academic Secretary asked if a Digital Transformation Strategy was a new idea and whether other Universities have implemented this initiative. The Director of IT Services reported that the top American Universities were probably two or three years ahead, some UK Universities have already implemented a strategy, but Trinity College Dublin is ahead in Ireland in initiating this strategy. The Librarian noted that DCU is known as a digital campus. The Director of IT Services clarified that DCU and Cork have both been allocated funds. Trinity is developing their strategy and will then secure funds.
- 57.5** Deirdre Ahern asked whether prioritisation was based around the Trinity Education Project. The Director of IT Services noted that the two projects would run in parallel, and that the Digital Transformation Strategy should support key initiatives. The Chair commented that elements of the projects that had commercial underpinning may be prioritised.
- 57.6** The Director of IT Services noted that it was essential that infrastructure was in place first, and the core initiatives given prioritisation. The Chair questioned if IT Services had the spare capacity needed to run any new initiatives. The Director of IT Services responded that he has mapped out the resources required, and looked at timelines and costs. The Associate Dean for Online Education emphasized the importance of ensuring systems and infrastructure are in place, and maintaining focus on the core mission of the Strategy.

**Action 57a: The Director of IT Services will circulate the Digital Transformation document to this committee**

**LIPC/16-17/58 Reflection on LIPC**

- 58.1** The Chair suggested that this was a good time to reflect on the effectiveness of this Committee in relation to the University, and its interaction with other committees. Questions that might be asked are whether it is achieving its objectives? The Chair is open to ideas, for example, should small groups be formed to discuss projects / initiatives/ strategies, or should the Committee remain as it is with a view to making collective decisions? It was noted that minutes from this meeting are submitted to Board.
- 58.2** The Academic Secretary commented that this Committee acts as an oversight group, reviewing and recommending policies. It has served a purpose but only with small issues. It meets three or four times a year which perhaps is not as frequent as other committees. The College Secretary noted this Committee also reviews annual reports.
- 58.3** The Director of IT Services noted that the IT Services Users' Group Committee Meeting are an active group that report to this Committee but do not rely on LIPC for any decisions. The Librarian noted that the Library & College Archives Users' Group Committee Meeting has not been very active
- 58.4** Dr Deirdre Ahern thought any opportunity for LIPC to do more should be taken.
- 58.5** The Chair noted that once policies are generated, they need to be implemented, and this Committee is more tasked with driving policies. Looking at the Library Stewardship Policy just submitted to Board, the Chair questioned how would it now be implemented? The Librarian responded that an implementation plan will now be written, and noted that policies are brought to this Committee with good input and are then taken to Board.
- 58.6** Mr John McDonough asked about the University's structure – who makes things happen? What is the role of this Committee? The College Secretary noted that the network of committees needs to be considered, and this committee assessed against others.
- 58.7** The Director of IT Services thought LIPC was perceived to be of lesser importance compared to other principal committees that report to Board.
- 58.8** The Chair requested any further input from Committee members be sent to her by email or in person. The Chair will ensure that she will bring any issues

she can to Board. In the meantime, we will explore if LIPC might or should be re-configured.

**LIPC/16-17/59 Any Other Business**

**59.1** On behalf of the Committee Professor Agnes Higgins welcomed the Chair to this Committee.

**LIPC/16-17/60 Date of Next Meeting**

**60.1** Monday **06 February 2016** at **15:00** in the Henry Jones Room, Old Library Building.

**SECTION B**

Signed: .....

Date: .....