

## Trinity College Dublin, University of Dublin

### Library and Information Policy Committee

Minutes of the meeting held on Monday 04 December 2017 at 15:00 in the Henry Jones Room, Old Library Building

---

*Present:* Chair (Professor Sylvia Draper), Librarian (Helen Shenton), Director of IT Services (Patrick Magee), Former Associate Dean for Online Education (Tim Savage), Academic Secretary (Patricia Callaghan), Head of School (Professor John Stalker), Kerrie Power (HEAnet), Representative from the Faculty Arts, Humanities and Social Sciences (Padraic Whyte), Students' Union Representative (Alice McPherson), Assistant Secretary (Victoria Butler).

*Apologies:* College Secretary (John Coman), Head of School (Professor Andrew Loxley), Elected Board Member (Professor Deirdre Ahern), Graduate Students' Union President (Shane Collins), Associate Dean of Research (Peter Gallagher), John McDonough (National Archives), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Chief Operating Officer (Geraldine Ruane).

*In attendance:* Deputy Director IT Services (John Lawlor), Deputy Librarian (Jessie Kurtz), Nicola Boutall (Secretary to the Committee), Data Protection Officer (Jennifer Ryan), Director of Academic Registry (Leona Coady).

---

#### SECTION A

##### **LIPC/17-18/94 Minutes**

**94.01** Minutes of the meeting of Monday 09 October 2017 at 11:30 were approved.

##### **LIPC/17-18/95 Matters Arising from minutes of 09 October 2017**

**95.01 GDPR Working Group**

The Chair reported that the GDPR Working Group met for their first meeting. It was Chaired by the College Secretary, and attended by the Chair and the Librarian from this Committee. The group will be meeting once a month.

**95.02 Senior Recruitment update - Head of Research Collections**

The Librarian confirmed that Laura Shanahan, Head of Collection Development and Access at the Library of the University of Edinburgh, has been appointed to the new position of Head of Research Collections, and will be taking up the post on the 8<sup>th</sup> January 2018. The Librarian thanked the Committee for their support during the recruitment process for this important new post.

**LIPC/17-18/96 Ownership of SITS Application**

The Director of IT Services and the Director of Academic Registry presented this item, as circulated to the Committee.

**96.01** A BDO Internal Auditors report submitted to the University in December 2016 identified a lack of clear governance and ownership of the student administration system (SITS). The report recommended that the governance and ownership of SITS should be formalised, and that Academic Registry be nominated for this role. Academic Registry would become responsible for the oversight and management of all the related business processes for student and academic administration supported by SITS.

**96.02** The Director of IT Services asked LIPC to approve this recommendation, and proposed that Academic Registry would develop and implement a governance framework, supported by an appropriate service level agreement with IT Services.

**96.03** The Director of IT Services confirmed that any SITS enhancements would be provided by the vendor, and that reporting capabilities were currently being considered by the Trinity Education Project. The governance structure will consider any requests, and a framework will be devised where requests can be submitted and developed. In relation to security

and access, Academic Registry will continue to grant access to particular functions, and ensure access is appropriate and current.

**96.04** The Deputy Librarian requested that as a major stakeholder, the Library be included in any communication.

**96.05** The Committee approved the proposal.

#### **LIPC/17-18/97    GDPR Overview**

**97.01** The Data Protection Officer presented on an overview of the General Data Protection Regulation due to come into effect on the 25<sup>th</sup> May 2018. The regulation imposes stricter regulations on any organisation with access to personal data. The presentation outlined the principles, rights, responsibilities, special categories, legal basis, and derogations and exemptions. Further information on existing legislation is available on the website: [https://www.tcd.ie/info\\_compliance/](https://www.tcd.ie/info_compliance/) while specific pages on GDPR will be available shortly.

#### **97.02 Clarification on exemptions**

Exemptions on research, archiving for the public interest, and conditions for exemptions were discussed.

In response to the Librarian's queries regarding exemptions around preserving data and archiving, the Data Protection Officer confirmed that the first step would be to document the data that is held, and then to carry out a Data Protection Impact Assessment (DPIA) on anything that would be considered high risk. The DPIA would demonstrate the compliance level attained. It was noted that any anonymous data that can be de-anonymised, would not meet the minimum requirements.

#### **97.03 Implementation timeline**

A high level TCD GDPR Programme timeline was presented.

It is hoped that a Data Protection website will be established in January 2018, which will include training modules. Data Protection Day is scheduled for the 25<sup>th</sup> January 2018.

**97.04** The Data Protection Officer noted that Information Security must be tighter, more controls need to be implemented on staff devices, and the University must be able to justify why data is being held. The Academic Secretary commented that data requirements may need to be anticipated, for example, to meet the requirements of funding bodies.

Regulatory bodies can request ad hoc data if justified and/or there is a legal basis for doing so.

**97.05** It was noted the GDPR will impact existing College Policies.

The Data Protection Officer confirmed that Freedom of Information requests are treated separately.

**97.06** The Chair requested that the College Secretary confirm the role of LIPC regarding GDPR.

**Action 97.06a: College Secretary to update LIPC regarding GDPR**

#### **LIPC/17-18/98 Draft IT Services Annual Report 2016/17**

**98.01** The Director of IT Services presented the draft IT Services Annual Report 2016/17 as circulated to the Committee, and took it as read. Following on from comments regarding the 2015/16 IT Services Annual Report, additional financial statements have been included in the 2016/17 Annual Report. Although a benchmarking exercise will not be complete in time for inclusion into this report, it will be undertaken early in 2018 to demonstrate if the department offers value for money, is as effective as possible, and is running efficiently.

**98.02** The Deputy Director of IT Services highlighted key points of the report. It follows the same format as last year with the introduction listing the highlights of the year. Spam increased very significantly in the previous year. Office 365 is now offered to both staff and students, and Lynda.com has been licensed for all staff to August 2018, with the hope to roll it out to students in the future.

**98.03** The former Associate Dean for Online Education congratulated IT Services on the report. He requested that all the stakeholders for the VLE Project

be noted. In response to a request for further statistics regarding Blackboard usage, the Director of IT Services confirmed that an additional module would be required to generate the figures. This is currently out of budget for the project.

**98.04** The Academic Secretary also congratulated IT Services, and requested that the wording on page 10 to be amended to 'IT Services assisted'. She suggested that a section be included to note challenges, and that more of a narrative format be introduced.

**98.05** Kerrie Power remarked on the huge amount of work carried out in 2016/17. She suggested, for example, including BCP tests that had been run during the year, noting lessons learnt.

**98.06** The Assistant Secretary suggested more graphs be included and to note the size of teams against the programmes of work.

**98.07** The Chair agreed that statistics are interesting, and these should be brought forward in the report, as 90% of work carried out by IT Services is unseen. She also agreed that a more storytelling narrative could be used, for example, by asking a member of staff to highlight their key achievements, and add examples of any unexpected activity. The Chair suggested changing the order of the report, highlighting in the body of the report where IT Services is at capacity, and include actions against the IT Services strategic plan. The Chair also suggested that Cyber Security be highlighted in the report in a future work/on-going challenges section.

**Action 98.03a: IT Services to look at generating useful statistics from Blackboard**

**Action 98.07a: The Deputy Director of IT Services to look at other report formats as examples for the IT Services report .and to consider the recommendations as appropriate**

#### **LIPC/17-18/99 Draft Library Annual Report 2016/17**

**99.01** The Librarian presented the draft Library Annual Report 2016/17 as circulated to the Committee. The report follows the same format as last

year, reporting against the five pillars of the five year Library Strategy. This year, an overarching focus has been on the Berkeley@50.

The Librarian acknowledged all the work that the Deputy Librarian and Library colleagues have put into the report.

Once approved by this Committee, the report will be submitted to Council, and will be edited further into a printed, illustrated booklet format. The Librarian did consider benchmarking, but as the Library is the only UK copyright library on the island of Ireland, it was acknowledged that this would be difficult.

**99.02** The Academic Secretary congratulated the Library on the report, in particular noting the challenges, facts and figures, and images.

**99.03** The Chair noted that electronic resourcing / e-Journal requests are reported as in decline, and asked if this was correct. It was noted that generic numbers in the table on page 26 appear identical from one year to the next, and the Chair requested that these figures be double checked.

**99.04** The Chair agreed with the Academic Secretary that the report portrayed the Library as vibrant, full of activity and learning.

**Action 99.03a: Librarian to check figures stated on year to year comparison table**

#### **LIPC/17-18/100 AOB**

**100.01** The Academic Secretary reported on the discussion that took place at the Heads of Schools meeting regarding the Cyber Security Policy. Restricting the use of USB devices was not endorsed, and it was felt that this policy should be reconsidered. The Assistant Secretary suggested that only USB keys provided by IT Services should be used. The former Associate Dean for Online Education suggested that it was misleading to focus on USB keys, as other USB devices are also widely used. The Data Protection Officer was surprised to learn that University laptops are not automatically encrypted. The Deputy Director of IT Services confirmed that device encryption is available in some situations via the Service Desk in IT Services. Professor Stalker noted that the School of Mathematics has a

constant stream of visitors, and Schools work in different ways. The Director of IT Services noted that he would like an opportunity to go back to the Heads of Schools meeting to talk about the risks associated with using USB devices, and introduce practical solutions as decided by this Committee. The Academic Secretary suggested that the IT Director presents to the Faculty Executive meeting rather than return to the Heads of Schools meeting.

- 100.02** The Librarian thanked everyone who spoke to AV Preserve who came to the Library to gather information and provide advice regarding the digital preservation of College Archives. Many overlapping issues, such as digital records management, were also raised by those consulted.

**LIPC/17-18/101 Date of next meeting**

- 101.01** A special meeting will be held in January 2018 to enable the VP to address the LIPC on the College's perspective on the role of the library and IT services in the delivery its strategic goals, a doodle poll will be circulated once availability has been identified.
- 101.02** The next LIPC meeting will take place on Monday 5<sup>th</sup> February 2018 at 3pm in the Henry Jones room, Old Library, Trinity College Dublin.