

## Trinity College Dublin, University of Dublin

### Library and Information Policy Committee

Minutes of the meeting held on Monday 26 November 2018 at 15:00 in the Henry Jones Room, Old Library Building

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*Present:* Chair (Professor Sylvia Draper), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), Academic Secretary (Patricia Callaghan), Representative from the Faculty of Arts, Humanities and Social Sciences (Padraic Whyte), Head of School (Professor John Stalker), Head of School (Professor Martine Smith), Former Associate Dean for Online Education (Tim Savage), Kerrie Power (HEAnet), Graduate Students' Union President (Oisín Vince Coulter), Students' Union Representative (Paraic McLean)

*Apologies:* Chief Operating Officer (Geraldine Ruane), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Elected Board Member (Professor Diarmuid R Phelan), John McDonough (National Archives), Associate Dean of Research (Lorraine Leeson), College Secretary (John Coman).

*In attendance:* Assistant Secretary to the College (Victoria Butler), Deputy Librarian (Jessie Kurtz), Head of Management Services, IT Services (Helen O'Hara), Sharon McIntyre (Secretary to the Committee), Head of Digital/Web (Maura Horan) for item LIPC: 18/19.10

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#### SECTION A

**LIPC: 18/19.08 Minutes**

Minutes of the meeting of Monday 15 October 2018 at 15:00 were approved.

**LIPC: 18/19.09 Matters arising from minutes of 15 October 2018**

**GDPR Working Group update**

The Assistant Secretary confirmed that recruitment for the project manager is nearing completion and it is anticipated that the candidate will start mid-January.

The Consultants, Leading Out are on target to meet their six month goal.

The Data Protection solicitor is in place and making good progress.

**Library Treasures update**

The Librarian noted that a Programme Manager has been appointed for the Library Treasures programme. As indicated previously this is one of the most complex programmes in the University. There are seven sub-groups working on the various aspects required to complete this. Such as the Logistics Group chaired by the Deputy Librarian; Research Collections Study Centre Group, chaired by Professor Jane Ohlmeyer, is compiling the requirements/specifications for this space. Other sub groups include: Conservation Requirements, Built Environment and Planning, Treasures Exhibition, Shop and Visitor Facilities and Funding Strategy.

The Chair enquired about the financial sustainability of the programme and the Librarian confirmed that it is currently funded to October 2019, and it is one of the main pillars of the University Philanthropic Campaign which is being launched in spring 2019

**Book of Durrow update**

The Librarian confirmed that the *Anglo-Saxon Kingdoms: Art, Word, War* exhibition has opened and the Book of Durrow is on display in the British Library, alongside important manuscripts from across Europe and very significant metalwork from Sutton Hoo and the Staffordshire Hoard. The Librarian noted that this is a once-in-a-generation exhibition, and urged anyone who has the opportunity to visit it.

### **Open Scholarship update**

The Librarian confirmed the establishment of an Open Scholarship Task Force, jointly chaired by the Dean of Research and the Librarian, with members drawn from across the Trinity community with colleagues across Trinity, one of the first tasks is to clarify what is meant by Open Scholarship – is it Open Science, Open Access, Citizen Science? - and work through where Trinity wants to be in this landscape, what is or will be mandatory, where to lead, where to actively follow, how best to support and help researchers etc.. As part of this exploration the Task Force will organise a series of events throughout 2019, to explore Open Scholarship under the banner '*Unboxing Open Scholarship*'.

The Committee asked for clarification regarding Open "Science" v Open "Scholarship", the Librarian confirmed the LERU road map *Open Science and its role in universities: a roadmap for cultural change*, is using science from the Latin word "scientia", which simply means "knowledge", and is therefore applicable across all disciplines.

Dr. Timothy Savage noted Open Scholarship is going to be fundamental, and expressed a concern regarding a lack of general awareness regarding Open Scholarship and welcomed this initiative.

The Chair asked if any institution was already leading on this. The Librarian described Utrecht University's two year programme, which followed a national policy and then a university policy on Open Scholarship. The Librarian also mentioned that the National Open Research Forum (NORF) has been established by the HEA and HRB to deliver an Irish agenda for open research and all institutions are feeding into this.

### **Unified Communication (UC2) update**

The Director of IT Services confirmed that the resourcing for multi factor authentication is in place, along with funding for encryption on key computers. However it has been recommended by a number of Committees including LIPC, that encryption should be extended to all computers. IT Services have costed this scope and Planning Group have

agreed in principle, however he is still awaiting confirmation of the method for allocating the funding for this. As this will require IT Services staff visiting each machine it is essential to schedule this so all machines in a given area are updated at the same time.

Professor Martine Smith asked for clarification with regard to encryption going forward. The Director of IT Services confirmed that encryption would be part of the specification for all computers under a new supply tender, which is in progress and should be in place by mid-2019.

**LIPC: 18/19.10      Web Update - DRAFT Policy for Unlinked Website Content**

The Head of the Digital/Web team provided the context for the Draft policy for unlinked website content, confirming that the business case for a Content Management System (CMS) for the University website was approved by the Capital Review Group (CRG) in October 2018. In preparation for the deployment of a CMS, an audit of content currently hosted on the web server has been undertaken which has identified some unlinked content. The draft policy addresses the management of unlinked content, including a process for removal. The draft Website Policy reviewed today will be updated and returned to the February meeting of LIPC for approval.

The Librarian asked if the current web content was being archived, the Head of the Digital/Web team confirmed that it is not possible to archive with the existing infrastructure. The Librarian indicated that we should be looking to provide the facility to archive this content, as part of any future development.

**Action**

**10.01:** The Head of the Digital/Web office will meet with the Librarian to explore this issue.

**LIPC: 18/19.11      Library - Draft Annual Report**

The Librarian presented a draft copy of the 2017/18 Library Annual Report.

Professor Pádraic Whyte highlighted that the section on the Joint Research agenda with the Long Room Hub needs a little context as this is building on an existing platform of collaboration.

The Librarian confirmed the Research agenda was a joint initiative implemented in response to the Long Room Hub Quality Review to make the collaboration more explicit and reasonable.

The Chair asked if it would be possible to provide some context for the trends that are seen in the data.

**Action**

**11.01:** The Librarian will include these suggestions in the final version.

**LIPC: 18/19.12 Digital Trinity Update**

The Director of IT Services presented a 'Digital Trinity' Update. He emphasised that Culture and Data are keys to defining Digital Trinity and the University needs to make the decision regarding how far to go: a Digitised Trinity or a Digital Trinity. The University has to own Digital Trinity, it is not an IT Services deliverable.

Professor Martine Smith noted that the appetite for change is very low, it is essential to identify the problem we are solving with this change in order to get buy in.

Professor John Stalker noted that Trinity are very bad at explaining why we are doing things, and communication will be key to the success of this. The Academic Secretary noted that data management and access are critical, she asked if it would be better to concentrate on one or two of the pillars.

Professor Timothy Savage suggested there needed to be a focus on support teaching, learning and research. He also highlighted that AI is not in the update and opined that it needs to be there.

Professor Pádraic Whyte suggested it would be useful to identify what does work and what does not work, and further noted that digital is not the only answer.

Ms Kerry Power noted that one of the biggest challenges in any institution is getting engagement from faculty. This vision is very similar to what is seen elsewhere. What makes it unique to Trinity and why is it being done, what is this providing the solution to? It is essential to be clear regarding what is evolution, versus change.

The Chair suggested that given its magnitude this project needs a senior academic as University champion.

The Director of IT Services indicated that a paper would go to Board and will be aligned to the new University Strategic plan.

**Action**

**12.01:** The Director of IT Services will update the Committee, following presentation of the paper at Board.

**LIPC: 18/19.12**

**AOB**

**Cyber Security update**

The Director of IT Services updated on the recent Emotet Trojan attack and outlined the process by which this malware program gathers information. He emphasised again the importance of not opening attachments from unknown sources.

**Student Apps**

The Director of IT Services noted that IT Services are engaged with Students to develop new Apps. The current version in development is for timetables and wayfinding.

**LIPC: 18/19.13**

**Date of next meeting**

Monday **04 February 2019 at 14:30** in the Henry Jones Room, Old Library.

**SECTION B**

**LIPC: 18/19.14**

**IT Services Users Group minutes**

The Committee noted and approved the draft minutes of the meeting of 10 October 2018.