

Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 04 November 2019 at 14:30 in the Henry Jones Room, Old Library Building.

Present: Chair (Professor Brian O'Connell), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), Elected Board Member (Professor Diarmuid R Phelan), College Secretary (John Coman), Academic Secretary (Patricia Callaghan), Associate Dean of Research (Lorraine Leeson), Graduate Students' Union President (Shaz Oye), Mairead Owens (Dublin City Librarian).

Apologies: Chief Operating Officer (Geraldine Ruane), Dean of Arts, Humanities and Social Sciences (Gail McElroy), Students' Union Education Officer (Niamh McCay), Kerrie Power (HEAnet).

In attendance: Head of Management Services, IT Services (Helen O'Hara), Deputy Librarian (Jessie Kurtz), Sharon McIntyre (Secretary to the Committee), Head of Web Design & Development, IT Services (Maura Horan), for item LIPC: 19/20.04, Head of Academic Services, Innovation & Digital Platforms, IT Services (Dr. Geoff Bradley) for item LIPC: 19/20.07.

SECTION A

LIPC: 19/20.01 **Welcome**

The Chair welcomed all to this first LIPC meeting for the academic year 2019/2020. He drew attention to the terms of reference for this principal committee of Board.

He asked for the URL for the terms of reference to be circulated directly to all members.

Action 01.01 Committee Secretary is to circulate terms of reference to all members in advance of the next meeting.

LIPC: 19/20.02 Minutes

Minutes of the meeting of Monday 13 May 2019 were approved.

LIPC: 19/20.03 Matters arising from minutes of 13 May 2019

GDPR Working Group update: The College Secretary confirmed that John Eustace has been in place since October as the Data Protection Officer for the University. He is now supported by Evelyn Fox, Deputy Data Protection Officer, and Imelda O'Keeffe, GDPR Project Executive. Progress is being made with regard to GDPR compliance and contact has been made with all units within the University. Over 1000 staff have now completed the online training rollout for staff; this is a good take up but needs to be higher.

He noted that the HRB regulations have been a focus since the last meeting. The Health Research Regulations require explicit consent; in cases where this is not possible there was the possibility to make a consent declaration by August 2019. The University made 13 submissions by the June deadline with a further 2 added in advance of the August deadline. The review process for these applications is in progress, however the committee is only reviewing four per month so it may be some time before there is a ruling. In the meantime, research can continue for all submissions that were made by the deadline.

The Chair asked what action was required by the Committee. The Secretary confirmed that all staff need to undertake the training and requested the Committee support this, and engage with the improved resources that are now available through LinkedIn Learning.

The data protection web pages are available at:

https://www.tcd.ie/info_compliance/data-protection/

Action 03.01 College Secretary is to clarify the details of this and circulate.

IT Compliance (Autonomous Networks) update: The Director of IT Services confirmed the addition of the section on *Roles and Responsibilities* on page 9 of the Autonomous IT Network Compliance Requirements Annual Statement. He confirmed that he had met with all three groups responsible for autonomous networks and two of these are happy to sign the compliance declaration. The third accept the principle of a declaration and will complete it with a statement of the non-compliant areas. The Director clarified that this declaration is the response to an audit requirement from KPMG, who are on site next

week. The Director of IT Services will then have clarity regarding the statement of the non-compliant areas.

The Academic Secretary asked whether the statement of non-compliance is unacceptable and the auditors require the autonomous networks to complete actions, and asked what role does this Committee have in enforcing this? The Director of IT Services noted that this is a policy committee, policy compliance is the jurisdiction of the College Secretary.

The President of the GSU asked for clarification with regard to the position of the SU and GSU networks. The Director of IT Services confirmed that the current process relates to autonomous networks that exist in the University Network. The Student systems sit on a segmented network for which students do not have access to the full network. There is a need to balance independence with security and to address the security needs. IT Services will be bringing forward a UC3 (Unified Communications 3) project in the first quarter of the new year.

UK Legal Deposit update: The Librarian updated on the proposal by the British Library to move the UK e-LD infrastructure into the cloud. Initially the British Library Board was in favour of the cloud solution in principle as this would be more cost effective. However, there are ethical, legal, financial and political considerations raised by the other five legal deposit Libraries, which are now being taken into account.

She noted the University's Legal Deposit status is based on British legislation. The advance of Brexit is a risk. However, the University's UK Legal Deposit status predates the EU. The Librarian and College Secretary are seeking further legal clarification regarding this.

LIPC: 19/20.04 University Web Policy Update

The Head of Web Design & Development presented the updated Web Policy, following consultation with key stakeholders across the University. This policy has undergone a substantial review by the new Web Governance Group. She noted that this was very timely and necessary in advance of the implementation of a new web management system.

She highlighted the following high level updates:

- Removal of old references, links and out of date content.
- Updated roles and responsibilities reflecting current names and titles. In addition, each Trinity area is now required to nominate two web authors to maintain their websites.
- Compliance and legislation updated for new legislation, GDPR, copyright and cookies.

- Advertising and sponsorship updated for sponsorship and logo placement.
- The 'Unlinked Website Content Policy' which was approved by LIPC in Nov 2018 has been incorporated into the web policies.

The Committee asked for the following clarification:

Why is Social Media not included in the policy? The Head of Web Design & Development confirmed that this is covered by the Social Media Policy which sits with the Director of Public Affairs and Communication.

Mairead Owens queried if Section 5.1 Commercial Sponsorship has been tested.

The Academic Secretary noted that the remit under Section 2.4 is possibly too big for the position, and suggested this should be changed to the Head of the Area.

The Head of Web Design & Development noted that the Secretary is responsible, not accountable. She noted that committees which set up websites for their specific work or project will be required to identify the accountable person.

The Academic Secretary noted that the terminology in Section 6 Web Server Usage states:

Only files that relate to the business of the University should be stored on the web server. Files such as teaching materials and internal documents should be stored in the relevant University provided systems.

As teaching is the business of the University she suggested that this description should be changed.

Action 04.01 In light of the comments from the Committee the Head of Web Design & Development will revise this policy and resubmit for approval at the next meeting.

LIPC: 19/20.05 Open Scholarship

The Librarian updated the Committee on Open Scholarship and the work of the Open Scholarship Taskforce. She noted the following initiatives and actions that are in progress:

- Open Access Student Publications are being championed by the Taskforce.
- In their next meeting the Taskforce will be looking to the future, and reviewing the first year of their work. A report will be prepared with recommendations, which will be brought to this Committee in due course.
- LERU is leading with the *Road Map to Open Science*.

- Trinity is using the LIBER Open Access Principles to assist IReL with the Elsevier negotiations.
- Next year the Provost will take over as the chair of IUA, and the Dean of Research and the Librarian have suggested Open Scholarship as a platform issue, both top down and bottom up action will be necessary to progress open scholarship.

In addition, the Taskforce has presented a series of varied events throughout the year under the banner of “Unboxing Open Scholarship”. These have been well attended by a very varied audience. Some smaller events were held to collate concerns; it is the aim to address these in future events.

The Librarian updated that while implementation of Plan S is slightly delayed, directives are being mandated by funding bodies, which will overtake the implementation.

LIPC: 19/20.06 Old Library Redevelopment Project & Treasury Update

The Librarian updated the Committee on the progress with the Old Library Redevelopment Project. She shared information on the proposed circulation route for visitor, highlighting that the circulation challenges in the building of visitors; collection material; and researchers have been resolved by the integrated design. She confirmed that at present the project is on schedule to submit the initial planning application.

The GSU President asked if this would impact student spaces in the Berkeley Library.

The Librarian said that there would be no impact to student spaces in the Berkeley Library resulting from this project.

In response to a question about the start date, the Librarian confirmed that the start date will be dependant, in the first instance, on the planning approval.

The Associate Dean of Research asked if it would be possible to include sign language content in the exhibition.

The Librarian noted this request and will refer it to the Exhibition Sub-Group.

The Librarian confirmed that the Treasury Update work scheduled for January is to go ahead; this means the Book of Kells will be off display from November through March 2020.

LIPC: 19/20.07 AOB

The Irish National Digital Experience (INDEX) Survey: The Head of Academic Services, Innovation & Digital Platforms, IT Services highlighted the INDEX Survey, which is due to start next week. This survey is run across Ireland to ask staff and students about their digital experiences. Trinity will receive a summary of the national figures along with the Trinity information.

HEA Enhancing Digital Literacy initiative: The Academic Secretary lipupdated on this HEA funded initiative, which aims to review the digital competencies of educators, with a view to assessing digital capacity and assisting with its development. Trinity have received three-year funding for two posts: Dr Julie Byrne, Assistant Professor (Social Studies), and David Hamill in CAPSL.

Windows 7: The Director of IT Services reminded all that Microsoft are withdrawing support for Windows 7 on 20 January 2020. Currently there are 1,600 PCs still using this operating system on the University Network. These computers will be removed from the network in January. All areas still operating on Windows 7 have been alerted.

LIPC: 19/20.08 Date of next meeting

Monday **03 February 2020 at 14:30** in the Henry Jones Room, Old Library.

SECTION B

Noting to report