

Trinity College Dublin, the University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 03 February 2020 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), Associate Dean of Research (Lorraine Leeson), Dean of Arts, Humanities and Social Sciences (Gail McElroy), Head Of School (David Hevey), Graduate Students' Union President (Shaz Oye), Students' Union Education Officer (Niamh McCay), Mairead Owens (Dublin City Librarian), Kerrie Power (HEAnet).

Apologies: Academic Secretary (Patricia Callaghan), Chief Operating Officer (Geraldine Ruane), Head of Management Services, IT Services (Helen O'Hara).

In attendance: Sharon McIntyre (Secretary to the Committee), Deputy Librarian (Jessie Kurtz).

SECTION A

LIPC: 19/20.09 Minutes

Minutes of the meeting of Monday 04 November 2019 were approved.

LIPC: 19/20.10 Matters arising from minutes of 04 November

GDPR Working Group update: The College Secretary confirmed that 1,300 staff have completed the training. The project has passed the halfway point on the timeline and is on target to meet the completion date time. He noted that they are working very closely with *Unified Communications 2*.

The President of the GSU requested further clarity regarding capitated bodies noting that GDPR has caused problems in her area.

The issue of GDPR and research ethics was raised and the suggestion that a template could be provided by the Research Ethics Committee relating to GDPR which would facilitate clarity and compliance.

The Librarian noted that there was a lot of work underway by the Research Committee and an update would be circulated in due course.

The Committee asked for an update on the overall impact of GDPR on the University.

Action 09.01 The Data Protection Officer is to attend the next LIPC meeting and update on the 2nd anniversary of the implementation of the legislation.

UK Legal Deposit: The Librarian updated on the response to a request for legal advice; the legal council is that Brexit does not change anything. The UK scheme predates the EU and is not based on EU law. TCD Library is named as a deposit library under the UK scheme, and reflects a choice made by Parliament via the 2003 Act and the 2013 Regulations. This is not a matter of EU or Irish Law, but is instead a matter of UK domestic law.

University Web Policy Update: The Director of IT Services said the concerns regarding responsibility and accountability presented at the last meeting have been addressed.

The Committee approved this policy.

Action 09.02 The Policy is to be forwarded to Board with the minutes from this meeting.

Old Library Redevelopment Project: The Librarian confirmed that the project is on target to submit a planning application in March, with an integrated design. This revised design is progressing through College governance in advance of the March planning submission date.

In advance of the planning submission an internal and external communications plan is being rolled out by the Librarian, which involves meeting internal groups, including Fellows, Faculty Executives, Research Committee and the SU/GSU in parallel with external bodies such as An Taisce, Fáilte Ireland, the Irish Georgian Society.

The Librarian confirmed that following the closure of the Treasury on 04 November the project is on track for a March re-opening. A public opening is planned for late March which will be followed by an event in May to recognise the donors.

Action 09.03 The Librarian will present an update of the latest plan at the next LIPC.

LIPC: 19/20.11 Draft IT Services Annual Report 2018/19:

The Director of IT Services presented the 2018/19 Annual Report. The report opens with an overview from the Director and is then divided into the seven sections in IT Services, presenting highlights, key achievements and service improvements throughout the year.

David Hevey congratulated the Director on an excellent Annual Report, and asked if there is greater capacity for research support.

Professor Phelan noted there is no consideration about academic staff interaction with a number of systems. The Director confirmed all University led applications should have single sign-on however, many of the applications are bought in separately to IT Services, which would not fall into this remit.

The annual report demonstrates the fantastic achievements made by IT Services and the value for money represented in these.

Action 11.01 The final version of the Report will be returned to the next meeting.

LIPC: 19/20.12 Draft Library Annual Report 2018/19

The Librarian presented the 2018/19 Annual Report. She highlighted that the “flavour” of the year had been European.

In relation to the move from print to electronic, UK e-legal deposit she noted that 2017/18 had been the tipping point for this trend. As there is

further transition further to the provision of material in electronic format, she noted that the new campuses being developed by the University are at risk of losing access to a wealth of information available through e-Legal Deposit, if there is not a TCD Library on site. The Librarian was asked if she had talked to TTEC? She confirmed that an initial conversation have happened, however this seems not to be a priority in this phase of the planning.

Mairead Owens, Dublin City Librarian noted the Annual Report is very rich in content, and commented that it is very interesting to see what an academic Library is doing, and noting the impact of this on the Public Library community across the country.

Action 12.01 The final version of the Library Annual Report will be returned to the next meeting.

LIPC: 19/20.13 Update - Cyber Security Plan UC2 & UC3

The Director of IT Services provided a Cyber Security update, he confirmed progress with UC2 and noted that by December 2019, 80% of the College community had moved to two-step sign in and it is the plan to complete this work by April 2020. He further outlined the plans for UC3, which will include improvements to secure e-mails, such as the inclusion of an external flag, the extension of two-step sign in to students and improvements to the management of mobile devices. He confirmed he would return to a future meeting with further details when it is available.

LIPC: 19/20.14 AOB

National Open Research Forum (NORF) update: The Librarian noted that the NORF steering group is starting work on a new Open Research Framework. The Irish University Association Library Group and CONUL (Consortium of National & University Libraries) have been asked for representatives for this consultation. She confirmed that she would update at the next meeting.

LIPC: 19/20.15 Date of next meeting

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

SECTION B

LIPC: 19/20.16 IT Services Users Group minutes from the meeting of 24/04/2019

The Committee noted and approved the draft minutes of the meeting of 24 April 2019.

LIPC: 19/20.16 Review of Exhibitions Policy & Exhibition Labelling Policy

The Committee noted and approved the policy revisions.

Action 16.01

The Policies are to be forwarded to Board with the minutes from this meeting.