

Trinity College Dublin, the University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 11 May 2020 at 14:30 – MS Teams.

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), Assistant Secretary (Victoria Butler), Associate Dean of Research (Lorraine Leeson), Academic Secretary (Patricia Callaghan), Dean of Arts, Humanities and Social Sciences (Gail McElroy), Graduate Students’ Union President (Shaz Oye), Kerrie Power (HEAnet).

Apologies: College Secretary (John Coman), Chief Operating Officer (Geraldine Ruane), Head of School (David Hevey), Students' Union Education Officer (Niamh McCay), Mairead Owens (Dublin City Librarian).

In attendance: The Data Protection Officer (John Eustace) for item LIPC: 19/20.30, Graduate Students’ Union Vice President (Gisèle Scanlon), Deputy Librarian (Jessie Kurtz), Head of Management Services, IT Services (Helen O’Hara), Sharon McIntyre (Minute-taker), .

SECTION A

LIPC: 19/20.27 Minutes

Minutes of the meeting of Monday 30 March 2020 were approved.

LIPC: 19/20.28 Matters arising from minutes of 30 March 2020

NORF Update: The Librarian updated that the NORF are working to establish five working groups:

- Open access to research publications
- Enabling FAIR research data/outputs
- Infrastructures for access to and preservation of research
- Skills and competencies
- Incentives and Awards

She confirmed that nominations were being sought for membership for these working groups, and she is liaising with the Dean of Research regarding this. She was also able to confirm that the appointment for a coordinator is in progress, and NORF will be interviewing for this position imminently.

Action 28.01 The Librarian will circulate information as it becomes available.

PAC Strategy: The Chair updated that this Strategy came to the last Board. However, following this there are revisions to be made. He welcomed any comments or concerns that LIPC members want to feedback.

The Deputy Librarian noted that the new website for the University is estimated to cost €1m, and that more staff need to be aligned with pursuing communications for Trinity. Is there any indication of how this will be taken forward given the current financial situation and the recruitment freeze?

The Chair confirmed that this is not known at present, but characterised it a necessary expenditure.

The Director of IT Services suggested that it will come under the remit of the Trinity Futures Project, coordinated by the Bursar.

Old Redevelopment Project Update: The Librarian updated that the final design has been signed off by the Steering Group. This design will now be presented to Executive Officers Group, Finance Committee and Board along with the business case. It is anticipated that the project will progress to the submission of the planning application in June. All communication, press and philanthropy are working to this.

The Commercial Revenue Unit are leading on a proposal for an interim shop and exhibition space as a means of filling the funding gap while we are closed for three years. It has been noted that as international tourism is likely to be down for some time following the pandemic, this is a good time to be closing.

One of the early parts of the current reopening plans is to reopen the Treasury.

LIPC: 19/20.29 Coronavirus Update

IT Services: The Director of IT Services noted that the focus for IT Services has been to support the preparation and execution of the year-end assessments. They helped with the transition of the exams from physical to virtual. This involved providing clinics and tutorials for examiners, also creating mock exams so students could test connectivity and methods. He confirmed that 76% of end of year assessments were completed by Friday 8 May.

The Director noted that the focus is now shifting to preparation for the new academic year. Following recent experiences students will expect more in the new year.

He noted that the Department continues to support the College's operations. The VPN is logging 700 to 880 concurrent users.

The Library: The Librarian confirmed that the Library team continues work on sourcing electronic publications. There is now a call out to researchers for e-books. She highlighted a potential problem that will become apparent from the end of this month, as e-resources, which publishers made freely available at the beginning of the crisis, will begin to return behind pay walls. Users may find resources that they consulted will no longer be available.

She noted that the Legal Deposit Libraries have been overwhelmed by the number of requests from researchers and students who could not access off-site UK e-LD resources during this period. They are currently collating the qualitative and quantitative data, and the Directors of the University Libraries will be raising this as an issue going forward.

The Library will be implementing a number of book return schemes as students finish exams, including:

- An on-site drop-off point;

- Working with An Post to provide a service for final year students who are not in Dublin.

Planning is underway for the different phases of reopening, overlaying the government phases on the Library. The first services being considered are scan on demand, and click & collect. The Library is keeping in step with Estates & Facilities regarding buildings sanitation and plans for circulation.

She noted this time has provided an opportunity for great progress with the Old Library Redevelopment Project. Teams of about thirty-five people are working on enabling projects for OLRP logistics.

The President of the GSU asked, when do we envisage being back in the Library?

The Librarian responded that she was not yet in a position to estimate this, however she noted that given the current social distancing protocols, reading rooms are likely to reopen at less than 20% capacity.

The Chair excused the Librarian and Director of IT Services to attend the Phased Resumption of Activities Group. He asked that members please feedback via the Chair any questions for the Librarian and Director of IT Services.

LIPC: 19/20.30 GDPR Update

The Data Protection Officer presented an overview of the GDPR legislation, and the progress to date with the University's compliance. The Data Protection Office have identified 82 units within the University for review, which have been categorised as follows:

- High Risk Units: 44
- Medium Risk Units: 16
- Low Risk Units: 22

The objective is to provide demonstrable evidence of compliance with data protection legislation (GDPR and Data Protection Act 2018) *Phase 1, Basic Compliance* is on target for completion by 30 June 2020. *Phase 2, Heightened Compliance* is due by December 2020. This second phase will require engagement from each unit in the creation and

ownership of the Risk Register for the unit and the creation of Evidence Compliance.

The Data Protection Officer confirmed that he would be bringing an update to the Data Protection Policy to a future LIPC meeting.

In addition, the mandatory Data Protection Training will be updated in June and annual refresher online training in Data Protection will also be required.

Professor Phelan asked if the Data Protection Officer was aware of any ruling as to whether the University is responsible for the research of students.

The Data Protection Officer confirmed the University is responsible for the personal data that is under its control. However, as there is no precedent it should be assumed that there would be some liability for the work of students.

Professor Phelan noted it would not be appropriate to take on any more than we are legally obliged to do. Could we get a direct ruling about our liability with regard to the actions of students?

The Data Protection Officer confirmed he would seek clarification from the regulator.

The GSU President asked, where does the GSU sit in the risk ranking?

The Data Protection Officer confirmed they were in the medium category.

The GSU President suggested that when rolling out training it might be useful to prioritise the capitated bodies.

The Academic Secretary asked how does the individual ownership of the risk register by each unit link into the college structure?

The Data Protection Officer confirmed work on this is in progress. Each register needs the Head of Unit to identify risks and to provide remedies. Identifying risk is a precautionary measure. When the audit is complete, certain areas will require prioritisation.

LIPC: 19/20.31 Schedule of meetings 2020/21

The proposed schedule of meetings was circulated and agreed as follows:

- Monday 05 October 2020
- Monday 30 November 2020
- Monday 25 January 2021
- Monday 22 March 2021
- Monday 17 May 2021

LIPC: 19/20.32 AOB

- **Diligent Boards** – The Chair noted the move over to Diligent for the circulation of papers for this meeting
- **Board Review** - The Chair noted that a group is currently tasked with the review of Board, chaired by Dermot McCarthy, and has expressed interested in feedback from all the Principal Committees, including any thoughts on the role of the Committee. The Chair noted the value of discussing and developing policy issues, which is the main function of this Committee. If Board becomes more strategic and less operational what would happen to the operational functions? Is there a role for the Committee to take these on?

The Deputy Librarian highlighted the value of external members to LIPC, a relatively recent addition.

- **Social Media** - The President of the GSU raised an issue with the existing Policy, suggesting improvements that needed to be implemented quickly.

The Chair noted that any amendments to the Policy would need to be written by Public Affairs and Communications, and approved by EOG, LIPC and finally Board.

The President noted that they need some guidelines for students regarding social media and video call etiquette.

The Chair suggested it is possible these could be issued as guidelines, and recommended that the President communicate with PAC.

LIPC: 19/20.33 Date of next meeting

Monday **13 July 2020 at 14:30** by MS Teams.

SECTION B

Nothing to report