

## Trinity College Dublin, the University of Dublin

### Library and Information Policy Committee

Minutes of the meeting held on Monday 17 May 2021 at 14:00 – MS Teams.

---

**Present:** Chair (Dr Daniel Faas), Librarian and College Archivist (Helen Shenton), Director of IT Services (Patrick Magee), College Secretary (John Coman), Interim Chief Operating Officer (Orla Cunningham), Head of School (David Hevey), Head of School (Henry Rice), Elected Board Member (Professor Diarmuid R Phelan), Associate Dean of Research (Lorraine Leeson), Mairead Owens (Dublin City Librarian).

**Apologies:** Dean of Arts, Humanities and Social Sciences (Gail McElroy), Graduate Students' Union President (Gisèle Scanlon), Students' Union Education Officer (Megan O'Connor), Academic Secretary (Patricia Callaghan),

**In attendance:** Sub Librarian for Digital Systems and Services (Arlene Healy) for item LIPC: 20/21.37; Acting Keeper - Collection Management (Christoph Schmidt-Supprian), Head of Research Collections (Laura Shanahan) for item LIPC: 20/21.38; Deputy Librarian (Jessie Kurtz), Head of Management Services, IT Services (Helen O'Hara), Nicola Boutall (Minute-taker).

---

#### SECTION A

**LIPC: 20/21.33 Minutes**

Minutes of the meeting of Monday 15 March 2021 were approved.

**LIPC: 20/21.34 Matters arising from minutes of 15 March 2021**

**21.34.01 Borrowing of UK Legal Deposit Materials update:**

The Librarian reported that the Task and Finish Group for Undergraduate Borrowing of UK e-Legal Deposit Materials is currently monitoring the

condition of items that are in circulation, which is key around risk mitigation. Further issues may have policy implications and will be brought to this Committee in September 2021.

**21.34.02 Cyber Security update**

The Interim Chief Operating Officer reported on her meeting with the Provost regarding cyber security. She noted that policy changes may be required as a matter of urgency in the coming months and asked that the Committee be available to respond if necessary. As the risk level rises, essential measures may need to be taken to protect the University infrastructure and ensure work can continue.

The Librarian noted that she has already written to the Director of IT Services regarding preparing the Library systems for emergencies.

It was noted that any additional restrictions could potentially impact on research, so it is important to link in with the Office of the Dean Research, particularly concerning policy changes on data management, and projects and platforms that support research across the University. The Chair agreed that any issues can be discussed offline if necessary.

**LIPC: 20/21.35 Coronavirus Update**

**The Library:** The Librarian reported that all contemporary libraries are now following Monday to Friday Summer opening hours, minimising change to the traditional schedule. The space booking system is stable, and the Librarian thanked the postgraduate students for assisting with the monitoring. Normal trends are returning, which has resulted in a decreasing demand on the Click & Collect service. Occupancy and demand for library space has increased. There are currently 18,000 bookings a week, with 1100 unique readers a day. Research collections are currently open two days a week. The Library is considering managing external visitors during the current restrictions, and also planning a number of opening scenarios for September 2021 with both two metre and one metre social distancing constraints.

It was noted that the Library of Trinity College Dublin has reported no work-related Covid incidents, and the Librarian paid tribute to all Library staff for this achievement. The IUALG has reported no work-related Covid incidents in any IUA library.

**IT Services:** The Director of IT Services reported that the major focus in IT Services is currently on supporting the online end of year assessments. A temporary increase in Blackboard capacity has been arranged to cope with peak traffic and to avoid delays when uploading assessments. IT Services is also supporting the School of Medicine with online proctoring. Some issues were experienced on the first day, but it progressed well since then. It was noted that online proctoring tools put an enormous burden on school resources, however the service is now available to use when it is considered critical.

COLSAG are currently considering several scenarios for the return to campus, and IT Services are actively exploring increasing online learning resources in teaching spaces. IT Services currently look after 75 rooms and have an annual programme to upgrade the equipment in these spaces. An audit of the next 200 largest rooms was carried out in 2020, identifying temporary equipment and technologies for blended and hybrid teaching, which resulted in the selection of further rooms to be upgraded in time for the next academic year.

IT Services is also supporting the creation of a solution for a research project called UniCov. UniCov is a consortium of four universities (Cork, Galway, Trinity and UCD), who will be assessing rapid antigen tests versus another screening test, twice a week, initially focused on the postgraduate and staff community this summer. The findings will then inform the Department of Further and Higher Education on which model to propose for all Higher Education institutions. The consortium is developing an app, involving capturing data, consent and data protection. IT Services is assisting in establishing the HSE Coronavirus Contact Tracing teams on campus due to the disruption caused by the HSE cyber-attack.

The Director of IT Services assured the Committee that the app is external to the HSE and does not access the HSE networks or systems. It does not pose any risk of contamination to the University.

IT Services has been on heightened alert for some time as several higher education institutions have experienced cyber-attacks. The University's infrastructure and systems are under constant review, ensuring the highest level of protection possible, checking patching, external controls, and increasing firewall limits, which will lead to some policy changes as has been seen with the changes around email security. This is one of the greatest risks, with malware coming through email, and people reacting to phishing. IT Services continues to focus on prevention and education but will also become more visibly active.

It was noted that some Heads of Schools have expressed an interest in HyFlex learning although the direction from COLSAG is focused on blended and hybrid learning. The Director of IT Services explained that HyFlex learning relies on being able to offer people outside the lecture room an equal level of participation and attention level to those in the room, so typically a room assistant is required to ensure equal interaction among the local and remote learners. HyFlex is less about technology and more about support.

The Heads of School welcomed the increased availability of rooms and asked that they be kept informed of space and technology updates. It was suggested that the Heads of School should submit their interest in HyFlex learning to COLSAG directly

The Chair noted that at postgraduate level, everyone brought laptops to a lecture and logged in as if they were all remote, rather than project the lecture onto one screen in the lecture theatre.

**LIPC: 20/21.36      Old Library Redevelopment Project update**

The Librarian reported on the key developments of the Old Library Redevelopment project since March 2021. Tripartite funding and the business case are both advancing through the governance ladder and will

be presented to Finance Committee at 3pm today and then to Board on Wednesday 19<sup>th</sup> May 2021. Last year the Project was tasked with addressing three elements of the funding (Government, philanthropic, and a loan against future income) and present a strategy to cover the loss of income when the Old Library is closed. This is being written with colleagues from FSD, CRU and the Old Library Development Programme Team. On the practical side of the project, an enormous amount of work is continuing in preparing the interim study centre in the basement of the Ussher Library, and extensive planning for moving 750,000 items and artefacts. A project led by CRU considering an interim exhibition and shop will also be presented to Finance Committee and Board, both of which are advancing to planning. Fire certificates and Disability Access certificates have been obtained, and Arup and the technical team are reviewing the design in terms of sustainability and energy costs. Tests are due to be carried out in the UK for a potential fire sprinkler/mister system.

Head of School Henry Rice congratulated the Librarian on all the achievements that have been reached so far.

**LIPC: 20/21.37 IReL Open Access / Transformational Agreements**

The Sub Librarian for Digital Systems and Services outlined the Open Access Publisher Agreements negotiated through IReL. IReL is a nationally funded e-resource licensing consortium providing access to over 40,000 eJournals and other information resources, on behalf of publicly funded Irish higher education institutions. This agreement allows staff and students of participating institutions to access IReL resources on or off-campus via their library website. In addition to subscription access, IReL now negotiates open access publishing agreements with a number of ‘big deal’ scholarly publishers. These agreements allow researchers at Trinity College Dublin to publish Open Access in the publishers’ academic journals without paying an Article Processing Charge (APC). This approach changed from 2020 in line with developments worldwide and

with the expectations of Irish funders (for e.g. Science Foundation Ireland) around open access to funded research publications. IRel has concluded open access publishing agreements with Elsevier, Wiley, Sage, Oxford University Press, Springer Nature and others, with more in the pipeline for 2021.

Consolidating subscription and publishing expenditure into agreements makes economic sense. It will also help Ireland to deliver significantly higher levels of open access to its research. Transformative agreements are a more equitable and sustainable model accelerating the transition to Open Access and making it easier for authors. The benefits and challenges were outlined. A library guide on Open Access is available on the Library website (<https://libguides.tcd.ie/schol-comm/open-access>). The Sub Librarian for Digital Systems and Services confirmed that the open access agreements currently cover 25,000 to 30,000 titles. The Associate Dean of Research thanked Arlene and her colleagues for their continued work on this item.

**LIPC: 20/21.38      Library Disposals Policy**

The Acting Keeper (Collection Management) outlined the new Library Disposal Policy as circulated to the meeting. It is proposed to update and combine two existing disposal policies – the Disposal Policy, Old Library MSPI Document no. 1.6, 2015, written as part of the documentation for the accreditation for the Museum Standards Programme of Ireland; and the Library Disposal Policy 2017 which relates to the contemporary teaching collections. These policies regulate how the Library disposes of obsolete and multiple copies originally purchased for specific modules, and can be found on the Library website. It was noted that the substance of the new combined policy has not changed, particularly concerning the Research Collections where disposal is only considered in rare exceptional circumstances. The new policy explicitly incorporates Legal Deposit books and journals in the category of materials that are not subject to disposal. An option for allowing de-accessioned books to be

re-used, rather than recycled, has been added; this follows a successful pilot scheme with a company, Better World Books.

In response to a query from the College Secretary, the Acting Keeper (Collection Management) confirmed that every book, including Legal Deposit material, has been stamped noting its acquisition provenance so that Legal Deposit copies will be retained and not be disposed. This has always been the case and staff are careful to always check these stamps. The Chair thanked the Acting Keeper (Collection Management) for his presentation.

**LIPC: 20/21.39 AOB**

- The Chair thanked Diarmuid Phelan for his contribution to the Committee.
- Reminder of the meeting schedule for the next academic year 2021/22:
  - Monday 27<sup>th</sup> September 2021
  - Monday 22<sup>nd</sup> November 2021
  - Monday 14<sup>th</sup> February 2022
  - Monday 4<sup>th</sup> April 2022
  - Monday 16<sup>th</sup> May 2022

**LIPC: 20/21.32 Date of next meeting**

Monday 27 September 2021 at 14:30 by MS Teams.

**SECTION B**

Social Media Guidelines Memo Update was noted