

University of Dublin

Trinity College

Library and Information Policy Committee

Minutes of the meeting held on Monday 11th May 2015 at 15:00 in the Henry Jones Room, Old Library Building

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- Present:* Professor Micheál Ó Siochrú (Chair), Librarian (Helen Shenton), Professor Aidan Seery, Director of IS Services (John Murphy), College Secretary (John Coman), Academic Secretary (Patricia Callaghan), Associate Dean for Online Education (Tim Savage), Deputy Librarian (Jessie Kurtz), Deputy Director IS Services (John Lawlor), Mr John Boland (HEAnet), Mr John McDonough (National Archives).
- Apologies:* Professor Agnes Higgins, Dean of Arts Humanities and Social Sciences (Professor Darryl Jones), Dean of Research (Vinny Cahill), Professor Eve Patten, Professor David Ditchburn, Chief Operating Officer (Geraldine Ruane), Graduate Students Union President (Megan Lee), Students' Union Representative (Katie Byrne).
- In attendance:* Ms. Sharon McIntyre, (Secretary to the Committee), Maire Ganly for item LIPC/14-15/38, Trevor Peare, Keeper (Readers' Services) for item LIPC/14-15/39
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SECTION A

LIPC/14-15/36 Minutes

- 36.1** The minutes of the meeting of 9th March 2015 were approved.

LIPC/14-15/37 Matters Arising

The Chair welcomed John McDonough, Director of the National Archives, who is joining the committee as its second external member.

37.1 e-Legal Deposit

The Librarian confirmed that the statement *'explore the possibility of Trinity acting as a hub for e-legal deposit, along the lines of the national libraries of Scotland and Wales'* was included in the final version of the Library strategy approved by Board on 25 March 2015.

The Librarian reported that there was a discussion around this point at Board, where it was noted that as an institutional issue, the Provost would need to take this up at government level.

37.2 Staff e-mail Policy

The Deputy Director of ISS confirmed that he has discussed this matter with the Interim Director of HR, who is preparing a paper for the meeting of the HR Committee on 25 May 2015.

LIPC/14-15/38 Governance

38.1 Maire Ganly, Project Management Office (PMO) Interim Head presented an overview of the Capital Governance process.

38.2 The Key Objectives in establishing the PMO were:

To create an efficient and effective PMO that is closely aligned with the strategic needs of Trinity, and that encompasses the following:

- Project Management best practices
- Project Management ethos & focus on successful delivery
- Source for Project Management guidance, documentation and metrics
- Capital project portfolio performance reporting

38.3 The PMO provided support for 25 projects in the past 12 months.

38.4 The Chair noted that LIPC, as a Principal Committee of Board, has a responsibility for policy oversight. Many projects that have a direct impact on policy are receiving approval through PMO and CRG with no reference to a Principle Committee. LIPC now only hears about some projects once approval has already been granted. The oversight role of the Principle Committee has effectively been written out of the process.

38.5 Maire Ganly noted that under the new process the project sponsor is completely accountable for the project; it would be the responsibility of this person to come to LIPC. However the committee noted there is a lack of clarity in the process to indicate when (or even if) this should happen. It was suggested in the early stages of scoping, the project should be referred to the appropriate Principal Committee to clarify any policy impact that may result.

38.6 After a long discussion it was decided that the matter had broader ramifications for College and that the Chair should discuss these issues with the Chairs of the other Principal Committees, with a view to seeking clarification from Board.

- **Action 38b: The Chair is to discuss this matter with the Chairs of other Principal Committees and raise the issue at Board, requesting that the role of Principal Committees with regard to policy development and oversight be clarified.**

LIPC/14-15/39 Library and IT Access Policy Update

39.1 Trevor Peare, Keeper (Readers' Services) spoke to a report prepared by the ad hoc committee formed to review current arrangements.

39.2 The Group will work on creating a matrix of business rules for each category of staff and students.

39.3 A further report will be prepared for the next meeting of LIPC, with a proposal for implementing an improved arrangement by September 2016.

- **Action 39b: A further report on this issue will be brought to the next meeting.**

39.4 The Chair, on behalf of the Committee, thanked Mr Peare for his contribution to the Library during his TCD career and wished him all the best in his retirement.

LIPC/14-15/40 Identity Management

40.1 The Director of ISS presented the Staff Identity (Contact Information) Policy paper and requested approval from the committee to advance this project.

40.2 Following discussion and clarification the committee approved this policy.

- **Action 40a: This policy should be brought to Board for approval.**

LIPC/14-15/41 Library Annual Report 2013/14

41.1 The Librarian presented the Library Annual Report for the year 2013/14, and acknowledged the work of the Deputy Librarian during this period

41.2 The committee noted the 7% reduction in e-book usage as noted in table 2 on page 29 of the report.

➤ **Action 41a: The Deputy Librarian will provide a response from the Sub Librarian (Digital Systems & Services) regarding the decline in usage.**

41.3 The Chair raised the issue of storage and asked the Librarian if funding has been identified to resolve this, noting that the longer we leave this the more acute this issue becomes. The Librarian responded that provision of storage is a key enabler for the Library Strategy which has just received approval. The next step is to prepare an Implementation Plan for the next five years, part of which will be the funding strategy. She noted that she has met with the Provost and Trinity Development & Alumni Affairs and received a favourable response.

LIPC/14-15/42 IS Services Annual Report

42.1 The Director of IS Services presented the IS Services Annual Report for the year 2013/14, and noted that they are now in the middle of the reorganisation and the new management structure is now in place

42.2 The Chair raised the issue of the extent of outsourcing of services in College. The Deputy Director of IS Services responded that all of our major corporate IT systems (SITS, FIS, CORE, etc) are provided by third parties and that this might be considered as outsourcing, although no organisation would today attempt to develop such systems in-house. The Director of IS Services added that, similarly, the cloud strategy might be considered as outsourcing, although in this case IS Services is now providing internally hosted cloud services with its Infrastructure as a Service (IaaS) offering. In the case of any outsourcing, management and oversight of service and of vendor performance will always be a matter for IS Services management.

- 42.3** With regard to “...continuous improvement...” reference in the report the Academic Secretary noted that clarity regarding continuous improvement and incomplete implementation would be useful in relation to the SITS project. The Director of IS Services responded that the SITS project is incomplete and requires a different process to address the outstanding issues. He confirmed that resourcing is now available and that a priority list of improvements for this project has been created.

LIPC/14-15/43 Any Other Business

An additional date has been added to this list of dates for next year as follows:

- Monday 05 October 2015
- Monday 07 December 2015
- Monday 15 February 2016
- Monday 18 April 2016
- Monday 13 June 2016

LIPC/14-15/44 Date of Next Meeting

- 44.1** Monday 05 October 2015 at 15:00 in the Henry Jones Room, Old Library Building.

SECTION B

LIPC/14-15/45 Minutes from Sub-Committees

- 45.1** Library & College Archives Users’ Committee Meeting 12/02/15

The Chair noted concern over the small numbers of users in attendance at these meetings; this should be monitored and reviewed next year.

The Associate Dean for Online Education was happy to see that e-books for on-line courses are being raised in this forum.

Signed:

Date: