**LIR COMMITTEE**

**3rd May 2017**

**Galbraith Room, Long Room Hub, Trinity College Dublin**

**Present**: Jennifer Ball, Frank Brady, Elaine Doherty, Peter Fleming, Breeda Herlihy, James Molloy, Clíona Ní Shúilleabháin, Peter Reilly, Glenn Wearen.

**Apologies:** Jerald Cavanagh, David Kane.

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| **Actions** | **Minutes** |
| **1: Minutes (Mar 7th)** |
|  | * Minutes of Mar 7th 2017, approved with following matters arising
* **Action: PR to remind Ellen Breen to nominate a DCU representative for the committee and Ronan Kennedy, NUIG to nominate a NUIG representative for the committee.**
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| **2: Finalise theme title for LIR seminar 2017** |
|  | * After discussing possible titles, the following title was agreed: “Cultivating libraries in a post-digital learning ecosystem"
* **Actions:**
	+ **PR to circulate a "Save the date" mail to the LIR mailing list, notifying the date, location, title and CFP themes.**
	+ **PR to request seminar be added to the CONUL calendar of events.**
	+ **JB to request seminar to be added to the LAI calendar of events and to circulate via LAI mailing list.**
	+ **GW/PF to update LIR website/DRUPAL with preliminary seminar information as per HEAnet conference webpages.**
* The following sub themes were agreed.
	+ Copyright
	+ Reading list software
	+ Learning Analytics
	+ Data Support
	+ Developing Library presence in a VLE
	+ Supporting Digital Humanities
* Keynote speakers were identified and should be confirmed by end of May.
	+ David White, University of Arts, London. **Action: PR to contact and invite**
	+ Leo Farrell, UCD chair of the T&L Forum on learning analytics have recently reported on this topic. **Action: JM to contact and invite.**
	+ Margaret Flood, TCD & Chair of CONUL RASC subcommittee. **Action: CNS to contact and invite.**
	+ PF reported on an interesting presentation from UKSG on user engagement given by Nottingham Trent University. **Action: PF to provide information to PR and PR to contact.**
* Preparation of a presenter pack was discussed. The following information to be collated and provided
	+ Speaker contact details including e-mail, mobile number, twitter handle, LIR contact person
	+ Speaker Release Form
	+ A concise biography, less than 10 sentences
	+ Photograph
	+ Speaker requirements i.e. dietary, technical, other
	+ Include details regarding presenters slides (file formats, deadline required)
	+ Venue information for the speaker
	+ Expenses information
* **Action: JB to set a folder on Google drive for gathering speaker pack. CNS to add venue information.**

**Schedule for Seminar Preparation**May * PR to circulate Save the date email
* JB to request seminar to be added to the LAI calendar of events and to circulate via LAI mailing list.
* GW/PF to update LIR website/DRUPAL with preliminary seminar information as per HEAnet conference webpages.
* CNS to start vetting caterers for seminar
* End May. All speakers invited and confirmed

Jun * Circulate and promote Call for Papers

Jul AugSept* 25 Sep CFP deadline. Extend by 2 weeks if necessary

Oct * Review submission for conference
* Update task list
* 24 Oct Open registration. Promote seminar

Nov* 24 Nov Seminar Long Room Hub.
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| **3: LIR Annual Bursary Update** |
|  | * No applicants to date. Current deadline of 12th May will be extended until 19th May.
* **Action: PR to circulate another mail to the LIR mailing list and include some conference calendars. ED to provide conference details to PR.**
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| **4: Banking Update** |
|  | * GW reported on continuing difficulties with banking but has had some success with Bank of Ireland, O'Connell Street. Change of address details previously provided to BoI were lost so GW will provide again and then register for online banking which should facilitate easier banking for LIR.
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| **5: Workshop Update** |
|  | * Brian Hickey's preference is to run the Web Security workshop in late June. GW advised that a lab with desktop computers is best with a maximum of 20 attendees. An 11:00 start for a half day workshop was proposed. The LIR group can be invoiced electronically for catering and GW will arrange payment via a cheque if acceptable. An 11:
* **Action: PF to confirm date with Brian Hickey and arrange a lab in UL.**
* The Library Carpentry workshop is planned to go ahead at the end of August in a WIT venue. David Kane will deliver the first unit on an introduction to data and Eoghan Ó Carragáin, UCC will deliver on OpenRefine. A workshop with 15-20 attendees is advised with a lap preconfigured with software required. If attendees are required to bring their own laptops, then GW advised that a hotel venue with guest wifi would be best.
* **Action: DK and BH to organise workshop. January 2018 is acceptable as a date for this workshop.**
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| **6: AOB** |
|  | * Next meeting proposed for after June 12th
* Action: BH to circulate a doodle poll to the committee for preferred date.
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