

INFORMATION STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information Strategy and Services Committee at 2pm on Tuesday 9 June 2015, in Committee Room 2.

Refreshments will be available outside the room from 1.40pm.

Please note that Section A, B and C papers for this and future meetings of the committee will be made available in the 'Information Strategy and Services Committee' Blackboard site. Section D papers will be distributed on paper.

Raymond Scott
2 June 2015

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Friday 5 June 2015. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 16 February 2015. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

ISC14D022 (Divider A)

4. STATEMENTS BY THE CHAIR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1 LIBRARY ARCHIVES

To receive
a presentation on Library archives
a report on the British Archive for Contemporary Writing ISC14D023 (Divider B)

ISC14A003

A2 PC PROCUREMENT TENDER

To receive

a report on the tender for the supply of PCs, laptops and tablets ISC14D024 (Divider C)

A3 READING ONLINE

To receive

a report on reading online ISC14D025 (Divider D)

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Friday 5 June 2015.

These items can be found on the Information Strategy and Services Committee Webpage at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/issc/issc1415>

B1 CONDITIONS OF COMPUTER USE

To receive

annual review of the Conditions of Computer Use ISC14D026 (Divider E)

B2 LIBRARY RULES

To receive

annual review of the Library Rules ISC14D027 (Divider F)

B3 VCRS IN TEACHING SPACES

To receive

a proposal for the removal of VCRs from teaching spaces ISC14D028 (Divider G)

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Friday 5 June 2015.

These items can be found on the Information, Strategy and Services Committee Webpage at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/issc/issc1415>

ISC14A003

C1 ISD PROGRAMME OF WORK 14/15

To receive
a progress report on ISD POW 2014/15. ISC14D029

C2 COLLECTION DEVELOPMENT POLICY

To receive
an update on consultation for the collection development policy. ISC14D030

C3 REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes (to follow once approved by the chair) from the IT Forum 6 May 2015 will be available from: <https://intranet.uea.ac.uk/is/committees#ITCF>
- Papers and draft minutes (to follow once approved by the chair) from the Library Forum 15 May 2015 will be available from: <https://intranet.uea.ac.uk/is/committees/lr-forum>
- The Research Board did not meet in May. Papers from previous meetings are available from: <https://intranet.uea.ac.uk/is/committees/research-board>
- Papers and draft minutes (to follow once approved by the chair) from the Education Board 12 May 2015 will be available from: <https://intranet.uea.ac.uk/is/committees/education-board>
- Papers and draft minutes (to follow once approved by the chair) from the Corporate Information Services Board 5 May 2015 will be available from: <https://intranet.uea.ac.uk/is/committees/corp-info-services-board>

C4 DATES OF MEETINGS

To report
that the meetings of the Committee for 2015-16 have been scheduled for:

20 October 2015 (2pm)
9 February 2016 (2pm)
14 June 2016 (2pm)

SECTION D: RESERVED AGENDA

**D1 IT SECURITY PROJECT (PCI)

To receive
an update on progress with the IT security project ISC14D031 (Divider H)