

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MARCH 29, 2004**

Present: Dean Michael Binder, Nancy Baird, Earlene Chelf, Connie Foster, Jayne Pelaski, Brian Coutts, Haiwang Yuan and Jan Renusch

Minutes: The minutes of the March 22, 2004, meeting were approved.

Community Outreach: Jayne reported:

- Black History Month and One Book projects were very successful. We will repeat both next year.
- We are partnering with WKYU-FM to bring Bob Edwards here in June.
- We are working with the public library to host writers for our "Booked for the Evening" series starting this fall.
- Our children's One Book project starts in August. It will be called "On the Same Page" and will feature books for different ages from Mike Thaler. He will be here in October for the final discussions.
- Kentucky Writers Conference:
 - Thursday, April 15 - Downing University Center - 11:00 - 4:00
 - Friday, April 16 - DUC - 8:00 - 11:00
 - Kentucky Literary Awards Luncheon - DUC Executive Dining Room at noon
- Southern Kentucky Book Fest:
 - Friday, April 16 - Children's Day - Sloan Convention Center 8:00 - 2:00. Ribbon Cutting at 8:30 a.m.
 - Friday, April 16 - Authors Reception - Depot Branch of BG Public Library 7:00 pm - 9:00 pm (Fundraiser @\$50 per person)
 - Saturday, April 17 - SoKy Book Fest - Sloan Convention Center 9:00 - 4:00

Volunteers are still needed for Saturday from 11:00 - 1:00 and 1:00 - 3:00.

Michael will send an email to the Library Group regarding need for volunteers. Brian expressed the need to coordinate all programs with other library events next year.

Marketing & Special Events: Earlene reported on the publicity and promotion for KERA, which will begin on April 1. Earlene indicated that the KERA Website Group had selected a rip 'n rule as the promotional piece to be distributed to publicize KERA. Michael has approved the layout of the printing to appear on the promotional piece, they were ordered, and may be available this week. Michael also has approved acquiring two KERA banners, one for display at ERC and the other to be used for public programs, presentations, etc.

-In addition, news releases/PSAs would be distributed statewide and to campus media; articles will appear in KENTUCKY TEACHER and KENTUCKY MONTHLY; Rosemary Meszaros will present a program at KLA re: the KERA Website; an e-mail will be sent to all College of Education graduate students, majors and minors and to all faculty and staff informing them about the KERA site; and requests for interviews with the media will be arranged.

-The Libraries Advisory Council will be meeting Monday evening at 5:30 in the Kentucky Building.

Web & Virtual Library: Haiwang reported that he had added a promo piece about KERA to the recently released Spring 2004 issue of Collections & Connections. The article was written by Rosemary Meszaros.

-With the help of his student assistant, Haiwang has checked and fixed the broken links on Topper InfoPortal (TIP).

-Haiwang is going to lead a panel at a conference to be held by the Midwest Chapter of the Chinese American Librarian Association in May. It is entitled, "A Chinese Librarian's Involvement in a Library's Community Outreach Programs - A Case Study of Western Kentucky University Libraries."

DLSC: Nancy reported:

-On April 17 the Kentucky Historical Society will open "The Softer Side of Hard Times: Kentucky Depression-era Quilts." The Kentucky Library and Museum have loaned several items that are part of this exhibit, including three quilts, three needlework magazines, and assorted ephemera. The exhibit will be open through August 28, at the KHS History Center in Frankfort.

-Spring Break week was a busy one at the Kentucky Library. In addition to genealogists from as far away as Seattle, we had several researchers from other schools, including a history major from Center College looking at the Shakers during the Civil War and a third grader from a local school who wanted to learn "everything" about the history of Kentucky and of Warren County.

-Adults also wanted to know about Bowling Green & Warren County. Nancy gave a two-hour slide presentation on the history of Bowling Green to fifteen members of the "Newcomers Club." Several of the women asked about becoming "volunteers" for the library and museum.

DLTS: Connie reported: The committee is finalizing the scheduling of the candidates for the DLSC Department Head position.

-Rose Davis completed adding general subject information records to TOPCAT for the Manuscripts, Folklore, Archives, University Archives, and the Kentucky Library. These pointers will direct patrons to the fact that there are numerous resources available for additional research, particularly for the Civil War, ghosts, Kentucky History and priority categories identified through consultation with Nancy Baird and others from those areas.

-Jack Montgomery and Connie Foster will be speaking at the Indiana Library Federation spring conference in Indianapolis on April 14. Jack and Mary Hudson (IUPUI Law Library) will speak on "Emotional Intelligence: How It can Enhance Your Managerial Style"; Connie is speaking on "The Inside Track to Getting Published: Tips for Librarians."

-In May at the Ohio Valley Conference of Technical Services Librarians in Louisville, Nelda Sims, Deana Groves, and Ellen Micheletti will present a session on "Textbooks to the Shelf-Making the Connection Faster."

DLPS: Brian reported that he had received requests for supplemental allocations for student assistants and had several meetings with Paula Owens to confirm amounts needed to balance the budget. A request will then be made to Michael for payment from the Student Library Fee.

-MARCIVE: Brian reported that Michael had given approval for the library to acquire MARCIVE. This company of the same name provides retrospective cataloging of federal government documents. They will be

providing a bibliographic record that can be uploaded to TOPCAT for documents received between 1976 and 2001. We will specify which bibliographic records we wish to have by profiling our collection, that is, going through all 4,700 GPO item numbers and determining which records to add to TOPCAT. Then MARCIVE will electronically transfer those records to us via ftp for uploading to TOPCAT. This will provide greatly expanded access to the more than 250,000 federal documents received since 1976. Rosemary Meszaros will be coordinating the project. Estimated costs will be \$15,600.

-JSTORII: Brian also reported that Michael had approved an expansion in our JSTOR contract to include U.S. Arts & Sciences II. This collection of 122 full text titles adds depth to many disciplines introduced in Arts & Sciences I, such as economics, history, and Asian Studies. It also adds core journals in several new disciplines, such as archaeology, classics, and African, Latin American, Middle Eastern, and Slavic Studies. Costs include an Archive Capital Fee of \$8,000 (non-recurring) and an Annual Access Fee of \$2,000. Jue Wang will be coordinating the project.

SUMMER WORKLOAD: The Dean and Department heads reviewed the summer calendar in light of the faculty workload schedule, which has not changed yet.

There are 3 weeks for the May term and 1 week (August 9-13) prior to the faculty's expected return the week before classes begin, for a total of 4 weeks of non-work time.

There will be no CLDH meetings April 12 and April 19.

There being no further business before the Council the meeting was adjourned at 11:10 a.m.

For the Council,

Jan Rensch