

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
OCTOBER 16, 2006**

Present: Dean Michael Binder, Timothy Mullin, Connie Foster, Cindy Troutman, Haiwang Yuan, Jayne Pelaski Brian Coutts and Jan Renusch

Minutes: The minutes of the October 9, 2006 meeting were approved as corrected.

Community Outreach Report: Jayne reported that a new portable display unit is available for UL employees.

-After the Centennial Year is over the Centennial Traveling exhibit display unit will be used for UL. Jayne is working with BGCVB to have the exhibit at the state fair featuring Duncan Hines.

-Book Fest changes - A Fall event during Children's Book Week will replace the Book Fest Children's Day starting November 2007.

-CPR class - October 24 at 9:00 a.m. Cost is \$20.00 per person.

-Homecoming events:

Friday, October 27 - 4:30 VIP Reception and UL Grandstand. Truckers will perform in the parade.

Saturday, October 28 - Sue Lynn McDaniel will sign copies of *WKU: The First 100 Years* at WKU Bookstore from 10:00 a.m. - noon.

Marketing Report: The newsletter *Collections and Connections* will be full-color. Proofs will be handed out Monday afternoon.

-Work on the Friends brochure is coming along great. It will be a 3 panel brochure. A proof should be ready for review within the next two weeks.

-Dr. Coutts requested membership procedures for circulation desk. Discussion included membership benefits, types of payment accepted at the circulation desk and an information sheet at each service desk.

- Cindy distributed several articles that appeared in the Daily News on the fall break classes/workshops at the Kentucky Museum for elementary and middle school students.

Web & Virtual Library Report: Haiwang was interviewed for an article on the Libraries' podcast. It is available on Page 3 of the October 12, 2006 issue of College Heights Herald. Haiwang will be part of the University's Podcast Pilot Program, which will meet for the first time this afternoon.

-Haiwang has been involved in the studying abroad project organized by the Office of International Programs, which will introduce American students to Chinese culture and food and to encourage them to study abroad. Haiwang will create a slide show to be presented at the gathering on the evening of October 17.

-With the help of his student, Haiwang has finished scanning Michael Trapasso's film slides for the Faraway Places program.

-At the request of Nancy Baird and Carol Crowe Carraco, Professor of Kentucky History, Haiwang helped Carol create three of her multimedia presentations in the past few weeks.

-In July, Haiwang and four other members of the Chinese American Librarian Association Midwest Chapter went to Yunnan University, China, to give several scores of librarians coming from all over China a seminar on the theory of practice of American academic libraries. As a

result of the seminar, a book project has been obtained and contract signed on the same topics. The book will be published in June 2007 by the Beijing Library Press. Haiwang, who serves on the editorial board, will contribute a chapter on community outreach to the book.

Dean's Report: Michael has been working with Connie and Jack Montgomery on his follow-up report regarding the serials inflation project, dollar needs for next year and overarching needs. Connie has prepared a one page document describing factors that cause the inflation. This will be on the agenda next week. November 8 is the deadline for activities reports and faculty evaluations to the Dean's office.

DLSC Report: Sue Lynn McDaniel gave a newspaper interview, as well as two radio interviews regarding Archives Week.

-Sandy Staebell gave a talk at Rotary on the quilt exhibit.

-Timothy has a meeting on Tuesday to work out the remote storage with Service and Supply.

-On Thursday Timothy will sit on a graduate student's thesis defense committee by phone.

-Two proposals have come in for an exhibit at WKU's Research and Development Center.

-Timothy distributed a schedule of school field trips for the fall semester and volunteers signed up to assist.

DLTS Report: The fall issue of *Western Scholar* has an article about Jack Montgomery and a research brief by Connie Foster.

-New Book Location - Dan Forrest, Nelda Sims, Connie and Brian discussed further the necessity of a New Book location on TOPCAT.

-Nelda has talked with Gordon Johnson, Greg Hackbarth and Steve Kirby about e-reserves. All agreed that the new version of Blackboard, to be launched in January, is the best way to implement the process and address authentication issues. There is no other way to authenticate for users and Blackboard is a known commodity with such features built in. Steve will give Nelda a test account with a URL in TOPCAT so that she can examine its functionality. There is no cost involved to the library. Michael Franklin currently has the print reserves in use as he scans for the implementation of e-reserves in the near future.

-Connie has asked Rose Davis to investigate the issues involved in processing books with jackets left on and to determine if circulation would actually increase.

-Nelda completed the record load for Anti-Slavery Propaganda in the Oberlin College Library and Travels in the South and Southwest microfiche collections in the Kentucky Library. Connie has blogged this enhancement and notified Connie Mills of the new 2,879 bibliographic records. This completes the formal process for the PIE grant and Connie will submit a final report.

-Uma Doraiswamy and Jeannie Butler met with the coordinators as an ad hoc committee to draft formal guidelines and checklist of resources for new departmental faculty and staff orientations. By early spring these documents should be completed.

DLPS Report: The Government Services Unit held its second annual open house on Thursday, October 12. Debbie LaMastus and Dewayne Stovall demonstrated databases maintained in partnership with Oklahoma State University. Rosemary Meszaros gave an update on the MARCIVE project. The department displayed a collection of strange and unique documents and provided refreshments.

-The Leisure Magazine Committee met on Tuesday, October 10 to review current subscriptions, recommend cancellations and approve new titles. The committee asked Alan Logsdon to review indexing of *Details*, *Elle* and *Entertainment Weekly* for possible referral to the Serials Committee. *Army Times* is recommended to the Serials Committee for housing in the Newspaper area. Ten Titles in the collection are currently sponsored by the Ft. Campbell Credit Union.

-Kentucky Live!-Larry Kass, Director of Corporate Communications for Heaven Hill Distilleries, was the featured speaker on Thursday, October 12. A large crowd was kept in rapt attention as he explained the history of bourbon distilling and recent trends in the distilled spirits business.

-Far Away Places-this week's speaker is the Head of the Geography Department, David Keeling, who will be speaking on contemporary Turkey this Thursday, October 19 at 7:00 p.m.

Library Technology Team Report: The team provided tech support for Kentucky Live! at Barnes & Noble. With the assistance of OCLC and WKU Networking it tracked down a problem with the new OCLC ILLiad software and devised a workaround for the problem. It dealt with a major problem with the networked printer in Helm Electronic Reference, a browser printing problem in ILL, set up an additional workstation for student worker in DLPS faculty office, dealt with a problem with the Ariel printer in Document Delivery office, installed 13 refurbished computers for Cravens 4-9 floors, Reference Room and Periodical stacks. It is anticipating 12 additional computers to replace the aging computers in Helm electronic reference. It has also dealt with the usual round of spyware and adware infestations.

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

For the Council,

Jan Renusch