

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
OCTOBER 30, 2006**

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

**Minutes:** The minutes of the October 23, 2006 meeting were approved as submitted.

**Web & Virtual Library:** Haiwang and Rosemary gave a presentation to the ALA's Library Information Technology Association (LITA) Annual Forum in Nashville during the weekend. Their presentation, titled "Adding Bells and Whistles to the Library Web: Blogs and Podcasts," was well received, with over 50 attendants out of 379 participants of the forum as six sessions ran concurrently each time. From the forum, Haiwang has learned about the use of RSS and AJAX technology to promote the use of library web sites. He demonstrated to the CLDH what he did to the Libraries' home page, making the Libraries' Blog and Podcast more prominent on the page and adding buttons to help users to subscribe to them so they can appear on their personalized Google interface known as Google.com/ig.

-Haiwang is going to publish the web version of the Libraries' newsletter *Collections & Connections* based on the print version.

**Community Outreach:** Jayne presented a listing of November events

-On the Same Page kick off - November 2 - BGPL at 6:00 p.m.

-Books and Baskets - November 7 at Diddle Arena at 6:00 p.m.

-November 15 - 17 - Christopher Canyon here

-November 16 - Centennial Mosaic Dedication at 2:00 p.m.

-November 17 - Keown Plaza Dedication at 3:30 p.m.

-November 17 - Centennial Concert at 7:30 p.m. - Van Meter

-November 18 - Centennial Mall Dedication and unveiling of Centennial sculpture at 1:00 p.m.

Timothy asked if the alcoves in Java City could be used for some type of exhibit space. A suggestion was made to do an exhibit on the history of the Helm Library building and the basketball tip-off floor.

-Mike reported that the University Libraries would have a homecoming tent next year.

**Marketing:** The newsletter *Collections and Connections* was mailed on October 26.

-Doers & Deeds Submission Form will be available online this week, please encourage faculty to send in their information.

-Program and Events Submission Form will be available online this week.

-Honor with Books Program - This program gives patrons the opportunity to pay tribute to loved ones for special occasions such as graduations, weddings, birthdays, memorial tributes, retirements and achievements by purchasing a book in honor of that person, at the same time, the gift adds to the library collection. This requires a \$50 donation (for one book-plate). A WKU Librarian will then select a book in the subject designated by the supporter. The book will have an affixed book-plate that offers an acknowledgement of the supporter's generosity and pays tribute to the honoree.

-Cindy requested suggestions from the Council of categories to be included in a new and updated annual report.

**Helm Fund Server:** The server known as LIB ARC was originally purchased to be used for the Mammoth Cave Project. Nelda Sims discovered that the Talisman was being scanned onto the server. This has left only 1.5 gigs. Timothy said that the Talisman scanning is a project of University Archives and that perhaps we need to discuss the pros and cons of having the yearbook on-line and if there is a better way of keeping the books without saving the actual bound copies. Timothy is to send Michael needs for server space for the Kentucky Building.

**International Phone Call Procedures:** Connie wanted to have a clear understanding of the procedures for making international phone calls by faculty and staff. Presently permission is needed from the Dean's Office Coordinator, Lynn Pawley. When requested the phone would be turned on for one hour to allow the call. If Lynn is not available for this access it will now be obtained by the Department Head calling Telecommunications requesting to have the phone turned on for the one hour call time.

**Dean's Report:** Michael reported on his attendance at the LITA Annual Forum.

-Michael, Connie, and Nelda Sims will be attending an Institutional Repository Workshop on Wednesday.

**DLTS Report:** More record loads continue as Nelda Sims added a new file of ACLS e-books to replace the existing ones with new URLs. With 138 new records, we now have 1,311 history e-book records. Connie Foster blogged this addition on October 25. Bibliographic records on TOPCAT have increased significantly with MARCIVE and microform records in 2006 with over 800,000.

-Connie and Ann Brown, along with Jayne, Donna Parker and Amanda Hardin, attended a 3-hour CPR training on Tuesday, October 24, for adult CPR and choking.

**DLSC Report:** The food tasting in the gift shop for Homecoming did not do as well as we hoped.... only 6 people and 3 sales. The campus bookstore sold about 16 Centennial books.

-Timothy is meeting with the university attorney this afternoon concerning the copyright to the Nazro diary, which is needed for the Lincoln bicentennial celebration.

-Jonathan Jeffery had an article in the recent issue of the *Long Hunter*.

-Christy Spurlock has a speaking engagement at a civic organization.

-Sue Lynn McDaniel sold Centennial books throughout the Homecoming weekend.

-Timothy attended the annual meeting of the Kentucky Tourism Council.

-Interviews for the Weekend Manager position are scheduled this week.

-The winners of the special tour and lunch auction item did not show up on Sunday.

**DLPS Report:** VPAL plans continue. A meeting to discuss finishes and furnishings is scheduled for this Wednesday at 2:00 p.m. A discussion regarding funding for the project ensued. Michael said that carry over money would be available July 1.

-A planning meeting for the Evelyn Thurman Award has been called for this Wednesday at 1:00 p.m.

-Brandon Peters, a DLPS student assistant, is developing a one page flyer to promote the talk of state historian, James Klotter, scheduled for November 9 at Barnes & Noble. Klotter will speak on the topic "Political Scandals in Kentucky" as part of the Kentucky Live Series.

-Tom Meacham will be working on a new design for the Margie Helm Award Certificates and a draft design for 25 year certificates to be awarded by UL to faculty and staff.

-Brian has contacted Robert Smith, LME Coordinator, and asked him to convoke the Sara Tyler Award Committee.

-Library Facilities Specialist Update: The two sets of double doors in the lobby of the ground floor of Cravens were repaired last Thursday.

-Despite the recent cool weather only a few complaints were received. Warmer temperatures in the coming weeks indicate that we should hold off on starting the heating phase in Cravens.

Library Technology Team Update: The team dealt with a printer and barcode scanner problem at the ED Center, a printer problem in Document Delivery office, an input problem in the ILL office, backed up data files from a DLPS office computer in preparation for the hard drive being replaced, began working on access problems to one of the Networked CD-ROM databases (OED), and dealt with the usual rounds of spyware and adware infections.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 1:10 p.m.

For the Council,

Jan Renusch