

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
DECEMBER 11, 2006**

Present: Dr. Michael Binder, Cindy Troutman, Connie Foster, Brian Coutts, Haiwang Yuan, Timothy Mullin and Jan Renusch

Minutes: The minutes of the December 4, 2006 meeting were approved as submitted.

Web & Virtual Library: To clarify the misconception that Helm & Cravens Library would be closed during the finals week due to the concurrent shut down of the Computer Lab in Helm for renovations, Haiwang has put up an alert on the home page and a note on the Library Hours page.
-Haiwang suggests that University Libraries produce its own video clips as needed to publicize on the panel TV to be installed in the Helm & Cravens Library.

Marketing: Cindy passed around a copy of the Kentucky Monthly Magazine which had an ad in it for the Kentucky Museum Store.
-The Wine & Roses invitations will be sent out at the end of the week.
-The January issue of the newsletter will drop on December 26 (members only).
-Student Art Exhibit: Timothy and Cindy have been working with Kristina Arnold and Kim Chalmers to bring a student art exhibit to the Kentucky Building. Everything is in the process of being finalized -- the exhibit will be opening on April 17 in M, N and O.

Dean's Report: The next CLDH meeting will be January 8, 2007.
-Michael put Connie in charge of the 25th anniversary recognition for faculty and staff at the annual Kick-off.

DLTS Report: Brent Fisk's last day is December 15. He has completed cataloging for the vast majority of the videotapes kept from the Third District Film Library (about 1400). Roxanne Spencer is still reviewing titles for migration to the Ed Center. We thank Brent for his steady and prolific work in moving through massive items, and the Acquisitions and Bib Access staff who searched, labeled, and helped organize this effort.
-Jack Montgomery participated in a SOLINET web conference "Caring for Originals during Scanning Projects" and found the information quite valuable for current and future initiatives.
-We have shifted several groups of titles to consortial arrangements and realized modest savings or achieved greater access to more titles with SpringerLink, Wiley, ACM Digital Library Package, and IEEE digital package.
-Nelda will send out reminders closer to the time but the Voyager upgrade is scheduled at or around January 8 for possibly 5 days. Remember that we can try to have OPAC viewing but no other functions will be operational until the upgrade has been completed so the data remains stable.
-The Institutional Repository task force will turn in its report to the Dean on December 12 and then Connie will present it to the council on January 8, 2007.

DLSC Report: The rare broadside from 1817 advertising Mammoth Cave will be used on the cover of a spelunking magazine.

-Timothy met with University lawyer, Laura Hogan to discuss the possibility of working out an agreement to get the Underwood diary published.

-Timothy will be meeting with the Solid Light designers on Wednesday to go over final plans for preparing the gallery for the Duncan Hines Exhibit. Also on Wednesday Timothy will be meeting with the Department Head of Consumer and Family Affairs to discuss the possibility of bringing in an author that works with historic foods.

DLPS Report: Late night hours began this weekend and will last through Wednesday.

-The Library Technology Team dealt with a printer malfunction for a DLPS Faculty, set up a DLTS Faculty member's computer for an online conference, dealt with additional OCLC Connexion client problems on two computers in DLPS, dealt with a barcode scanner problem in DLTS, dealt with the usual rounds of adware and spyware on several computers throughout the Library, It is installing two new computers for public access in the Kentucky Library today.

-Library Facilities Specialist Update: Matt Bogard and Jayne met last week with IT regarding the flat screen TV. They will be helping with the details. There is currently a pilot program regarding flat screen TVs that may be of benefit to us.

-Due to resource constraints, the computer lab renovation will begin this week and will close on the 13th.

Adjournment: With no further business before the Council the meeting was adjourned at 11:30 a.m.

For the Council,

Jan Renusch