

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
APRIL 23, 2007**

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

Minutes: The minutes of the April 16, 2007, meeting were approved as submitted.

Web & Virtual Library Report: Haiwang talked about his experience as an author at the Book Fest.

Dean's Report: Michael asked Connie to speak about TopSCHOLAR at the Dean's and Department Heads Work Day on Thursday, April 26. The Council discussed the agenda for the architect's visit on Tuesday.

DLTS Report: There is a new TOPCAT location for KY Library CDs, named Kentucky Library sound recording. Connie Mills is sending over the entire collection so that we can ensure consistency in location, identification/numbering schema, etc. for this music. This also parallels the Main Library sound recording location.

-We are also working with Reference to identify the best access information for the dissertation abstracts collection Bryan Carson created in Helm 109. This shift does involve bar coding and labeling, as well as other details.

-A TopSCHOLAR Management Committee working session was held on April 19; on April 20 Rose and Connie spent the morning creating community structures and that afternoon Jue joined the smaller group for guidelines for batch uploading, which involve cooperation from IT to get the Honors Theses uploaded.

-Currently there are 18 documents on TopSCHOLAR. A joint meeting is scheduled Wed. April 25, but positive responses are in the minority with so many other conflicts or away meetings. Our learning curve is declining a bit. Digital Commons provides wonderful tech support.

DLSC Report: The Senior Student Art Exhibit opened on April 19. Timothy said the catalog for the show was exceptionally nice.

-The Author's Reception on Friday went very well with the exception of problems with the sound system.

-Duncan Hines funding worked out and is being processed.

-The University Archivist search closes April 30. Two applications have been received.

-Timothy said there is a need to move partnership on using KY Room along to avoid problems such as happened on Friday night.

-Prints by world famous artists on loan from the Kentucky Library and Museum permanent collection are on display in the Fine Arts Center through finals week.

DLPS Report: DLPS celebrated National Library Week in Glasgow with lunch at the new Bolton's Landing, the April faculty meeting and a reception hosted by the Glasgow Campus Library staff. Refreshments and door prizes were arranged by Kath Pennavaria.

-Brian met with Lucas Humble, SGA Chair of Academic Affairs. Lucas asked about the possibility of extending hours for the two weeks prior to the end of term instead of one. The topic was reviewed at the April DLPS faculty meeting. Dan Forrest, who coordinates these special hours, agreed to get back to Lucas and advise him that UL would consider extending hours back to include the Friday and Saturdays prior to exam week in future semesters.

-Dan reported that 120 people had now signed up for the ILLIAD service and that lending was up 29% over last year.

-Charles Smith reported that Helm 109 had been converted to a storage area for Chemistry, Biological and Dissertation Abstracts. Charles has articles forthcoming in the Reference Librarian and Science and Technology Libraries and recently signed a contract with Oxford University Press to edit a new book on Alfred Wallace in which he contributes two essays. He has been selected for inclusion in the new addition of *Who's Who in America*.

-Sean Kinder reported that plans continue for the Evelyn Thurman Award and that the Committee will be applying for a PIE Grant.

-Beth Knight asks that revisions and additions for the Walking Tour brochure be sent to Peggy Wright by the end of April. Peggy is developing a PIE Grant for a new library video.

-Matt Bogard is coordinating the visit of the architect, Tom Findley of Leo Daly Associates, who will be here all day Tuesday, April 24.

-Brian has completed the revision/updates of the 2007-08 Undergraduate Catalog and Matt has transmitted these to the Registrar's office. Final proofing will be May 17-25.

-The section on UL for the 2007-08 Student Handbook has been rewritten and is being given a final edit.

-Brian will give his annual *Best Reference Sources of the Year* workshop on Friday, April 27 at 9:00 a.m. in Helm 201.

*The Library Technology Team provided tech support for the SOKY Book Festival, installed 2 new computers and 1 new networked laser printer for the Glasgow Campus Library, provided setup for TopSCHOLAR meeting, worked with problems on the Reference Desk computers, dealt with the usual run of spyware and adware problems and network printing problems.

Guidelines for Sympathy Situations: The DLTS Guidelines were reviewed by the Department Heads and their faculty and staff. The Department Heads would like to have guidelines decided on by each separate department. Michael encouraged them to have written policies and to be consistent in applying these policies. He asked that Jan, Mary, Glenda and Lynn work on guidelines/policies for the Dean's Office.

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

For the Council,

Jan Renusch