

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
AUGUST 27, 2007**

Present: Dean Michael Binder, Carrie Barnette, Timothy Mullin, Cindy Troutman, Tracy Harkins, Connie Foster, Brian Coutts, Haiwang Yuan and Jan Renusch

Welcome: Michael welcomed Tracy Harkins, the new Community Outreach Manager, to the Council.

Web & Virtual Library: Haiwang and the Web Site Team have migrated the Libraries' web site to the new university logo. Over a thousand web pages were involved.

-Haiwang and the Web Site Team have designed a web page for the new DLPS unit VPAL (Visual and Performing Arts Library) and linked it to the Libraries' home page and the DLPS home page. Links to the VPAL page can also be found universally in the dropdown menu on all the web pages.

-Haiwang has finished his second book, a sequel to his first. It is about tales from the other ethnic Chinese. He is currently working on a two-volume encyclopedia on Chinese ethnic groups. From July 4 through August 15, he made a research trip to China funded by WKU's \$5,000 Summer Scholarship. Primarily, he went to visit ethnic communities and collect first-hand materials for his book. He also presented at a Sino-American library forum co-sponsored by the Chinese American Librarians Association (an affiliate of ALA) at Yunnan Normal University, and the Library Commission of the Yunnan Province, China. Former ALA president Barbara Ford was among those in his five-person delegation. During the trip, he met with Chinese scholars and enlisted nearly two dozen contributors to his encyclopedia.

-Haiwang's student web assistant has found a job in Florida and resigned. He is currently looking for a new assistant.

Development: Carrie distributed her FY 2007 Goals and Performance Indicators (as of June 30, 2007) report. She reviewed the following worked completed since July 1, 2007:

- 31 visits to prospects

-worked with advisory councils both libraries and museum to recruit new members, and plan and implement meetings. The next meetings are October 1 for LAC and October 22 for MAC.

-Assisted in the planning of the Duncan Hines opening weekend, working with major gift donors who attended the event.

-Sent out requests for the 2008 Southern Kentucky Book Fest sponsorships. Currently there is \$9,000 in renewals. A new presenting sponsor and Fall into Books sponsorship of \$5,000 from Citizens First Bank and \$2,500 from Service One Credit Union for On the Same Page.

-Christmas in Kentucky has a \$1,000 sponsorship for a photo station from Citizens First Bank.

-Carrie is working on a grant with the Andy Warhol Foundation for a catalog of the Jerry Baker Art and Antique Collection. She is researching grants for the writer-in-residence program. She also has submitted proposals for book subsidies and cataloger of the Jerry Baker collection.

-Carrie encouraged everyone to attend the President's convocation on September 14 for a major fund raising announcement.

Community Outreach: Fourth day on the job!

-Cokie Roberts has declined to attend Book Fest because of a scheduling conflict. Mitch Albom, author of "Tuesdays With Morrie", has been officially signed as a headliner.

-The next Partners meeting will be Thursday, September 6 at 1 pm at Barnes and Noble.

-Tracy will be introducing herself to the DLTS staff at their next meeting September 5.

-Any suggestions and/or ideas, welcome for our book events.

Marketing: Cindy announced that the 2006-2007 Annual Report deadline for submissions is September 10.

Categories are:

Engaging for Success

Thinking Globally, Acting Locally

Letter from the Dean

Mission, Values, Vision

Initiatives, Strategies

Collections

Trends and Challenges

Gifts and Pledges

Scholarly work of library faculty and staff

Vital Statistics

Cindy asked to keep in mind that this piece is meant to highlight University Libraries and will not focus on in-depth reporting. For instance, we may only list major gifts to UL and a total of all pledges instead of listing everything individually. Another example would be to list total number of DVD's added to the collection over the past year, along with total number of books added, number of students, faculty, staff and community served, etc.... The goal is to have lots of color, lots of photos and lots of "bottom lines."

-Digital Signage at Circulation Desk - If you would like to feature a service your area provides or an upcoming event please send Cindy the information. There is a lot of freedom on what we can list and/or feature.

-Doers and Deeds - Please encourage your faculty and staff to submit Doers and Deeds information online at:

<http://www.wku.edu/Library/forms/doersanddeeds.htm>

-Programs and Events Committee -Just a reminder that programs and events must be reviewed and approved by our Programs and Events Committee before moving forward. Cindy is the liaison for scheduling. Proposals can be submitted online at:

<http://www.wku.edu/Library/forms/eventproposal.htm>

-First Java City event of the semester: Wed., August 29 - Greenhouse Poetry Inc., noon

-United Way Campaign - The United Way Campaign will begin next week.

-A new position has been established for a Graphic Design intern.

Amanda Tuscan begins work next week in this position.

Dean's Report: Michael discussed forming a Second Life Task Force.

Discussion ensued on the possibilities of use of Second Life for libraries and museums. The department heads are to email their suggestions of those to serve on the task force.

DLSC Report: Lynn Neidermeier's new book *Eliza Calvert Hall* is just off the press. A book signing sponsored by The University Press of Kentucky will take place at KYLM - TBA.

-Major projects over the summer:

*Western Room opened

*New KYLM brochure printed

*Duncan Hines exhibit opened

*Elevator renovated to be self operational

-Up coming exhibits:

*Caves for Smithsonian - September 22

*Slow Time - Kentucky Folk Art

DLTS Report: The department received a Tier 1 award for Exemplary Achievement of \$3000 for its work on TopSCHOLAR, The Research and Creative Activity Database of Western Kentucky University. It has won an award every year that it has been eligible.

-Just launched! International Journal of Exercise Science, WKU's first e-journal, available on TopSCHOLAR, as of August 24, 2007. Accepting articles now, it is edited by James Navalta and Scott Lyons and the journal is for student engagement as reviewers and authors.

-Jonathan Jeffrey reports that finding aids in manuscripts and folk life archives on TopSCHOLAR are indicating that people are finding the collections and they are experiencing increased traffic (foot or calls) because of the visibility. Plans are to add URLs to topcat records that are already in the collection later this year to provide links from TOPCAT to TopSCHOLAR.

-The OVGTSL newsletter now has an electronic issn after applying for it with the National Serials Data Program ISSN Center in Washington. Beth Knight served as newsletter editor for the conference. The e-ISSN should appear on all future newsletters regardless of host site for the conference.

- Researchers can now "FindFullText@WKU" for Google Scholar hits when WKU has the cited work, thanks to TDNet and Google Scholar linking software. The usual restrictions apply in that only WKU users can access the full-text based on IP range. An example from a Google Scholar search/ is/: Trends in alternative medicine use in the United States, 1990-1997 Find Fulltext @ WKU - all 5 versions » DM Eisenberg, RB Davis, SL Ettner, S Appel, S ... - JAMA, 1998 - Am Med Assoc JAMA & ARCHIVES Select Journal or Resource, ... Ronald C. Kessler, PhD. JAMA. 1998;280:1569-1575. Context.- A prior Cited by 748 - Related Articles - Web Search

-Interesting statistics based on last fiscal year: an average serial costs \$438; monograph \$34, and microform title \$795. Currently there are 3,558 subscriptions to print, online, and databases.

-At the faculty retreat, held August 23, a suitable workflow was agreed on to incorporate the CoLibri book cover system into the acquisitions and bibliographic access processes. Until paperbacks are tracked for six months as to how many are received projections can then be made for cover costs for that format. Concentration will be on books with covers that have visual appeal and do not replicate the hardcover itself.

Adding a statistical category to the record will enable them to compare circulation of those specially treated titles against the collection as a whole. Connie will bring examples of the covers on books and further clarify the process as outlined.

DLPS Report: Peggy Wright with the help of Nancy Marshall, Rosemary Meszaros, Dan Forrest and DLPS faculty coordinated another successful New Faculty Orientation on Friday, August 17 in Helm 100.

-Rosemary Meszaros, Roxanne Spencer, Dan Forrest, Sean Kinder and Elisabeth Knight presented "Spirit of Scholarship: Research Tools for You & Your Students" to a capacity crowd at the 2007 Engaging the Spirit Conference on Monday, August 20.

-DLPS held its annual retreat at Federal Grove in Auburn, KY on Tuesday, August 21. Policy initiatives were reviewed and annual unit reports were discussed. Michael joined them for lunch and introduced Tracy Harkins, the libraries' new Community Outreach Manager.

-The new Visual and Performing Arts Library opened on Monday, August 27. Terri Baker is the new Coordinator. Michael Franklin is the Media and Reserves Specialist and Brent Fisk has been hired as the Senior VPAL Assistant. When fully staffed the library will include an additional three part-time staff and nine student assistants and maintain hours similar to the main Helm-Cravens complex. 50,000 volumes in art, music, photography, theatre, dance, fashion, costume, dress and interior design are now housed in VPAL along with 15,000 LPs, 6,000 DVDs and several thousand CDs and VHS tapes. All reserve materials and e-reserve workstations are now in the new library. Security includes gates and surveillance cameras. A new state of the art "smart classroom" designed by IT and two private sound proof listening rooms are also part of the new library.

-The 2007-08 edition of "A Self-Directed Tour through WKU Libraries" has been thoroughly revised and updated by Peggy Wright and Brian. It includes the latest version of the campus map and new university logo.

Staffing Plans: Each Department Head distributed a staffing needs plan for 2008-09 for review and discussion. The deadline for updated and fleshed out plans is September 4.

Adjournment: With no further business before the Council the meeting was adjourned at 12:00 p.m.

For the Council,

Jan Renusch