

COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MAY 5, 2008

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

Minutes: The April 28, 2008, minutes were approved as corrected.

Web & Virtual Library: The Web Site Team (WST) and Second Life Task Force (SLTF) held their meetings last week. WST decided to streamline the events web pages on the Libraries web site so they appear in one location and easier to access. It also decided that information be provided on the Libraries' web site to distance learners based on the work done by Beth Knight and Cindy Troutman. Team members nominated Bryan Carson to act as the Web Coordinator from July through August while Haiwang is on his research trip to China.

-The Second Life Task Force was attended by the previous members as well as Mike Binder, Dean of Libraries, and Carrie Barnette, Director of Libraries Development. At the Dean's request, the task force is being reorganized. Libraries' employees were asked to apply for membership to the new task force and give a brief description about how they could contribute to the project. Haiwang Yuan from the Dean's Office, Rob Harbinson from DLPS, Uma Doraiswamy from DLTS, Timothy Mullin and Sandy Staebell from DLSC have expressed their interest. Haiwang and Rob will co-chair the new task force. At the SLTF meeting, issues like naming and infrastructures of the Main Library and the Kentucky Library & Museum were discussed.

-Haiwang has just returned from the Argosy University at Chicago, where he attended the Midwest Chapter of Chinese American Librarians Association's annual conference. At the conference he contacted some of the librarians who had been involved in their institutions' SL projects and got someone interested in coming to WKU Libraries for a hands-on workshop, which will be part of the task force's training program.

Community Outreach: Tracy reported that the Libraries have received the \$10,000 Big Read National Project grant. The book is *To Kill a Mockingbird*. Interestingly, the Kentucky Repertory Theatre will be doing the play in the fall. Events around the project may include a showing of the classic movie and the biographer of author Harper Lee may be invited to be a speaker.

-The first meeting of the Book Fest partners for next year is Tuesday, May 6.

-Form 1 has been submitted for the Marketing Coordinator position.

Marketing: Diana said that she was getting organized for interim marketing duties and that five e-mails went out last week, four about Java City events and one about the art camps and she would be glad to send another one about art camps if Lynne Ferguson needs her to. Diana asked that we consider doing a "This Week at Java City" or "This Week at University Libraries" to lessen the number of e-mails being sent out, since some people find multiple e-mails to be a nuisance.

-Diana is working on the press release for Sights and Sounds of Warren County.
- The WKYU PSA for May and June was discussed and it was decided that it would be about Sights and Sounds of Warren County.

DLSC: A Bill Sanders image will be included in a publication of Colonial Williamsburg "The Idea of America: Nixon" in 2009.
-Jonathan Jeffrey spoke at five events in April to various groups.
-Timothy sat on the thesis committee for Elizabeth Alewine, the grad student who is completing the Log House landscape.
-Timothy will be giving a tour to a group of 10 guests from Kawanishi, Japan on Tuesday.
-The schedule is set for the interviews for the Image Librarian position. They will take place on May 27th and 28th.
-The University Experience tours of the Kentucky Building are being revamped.

DLTS: Connie passed around a copy of the "Good Luck on Your Finals" ad that the department placed for its student assistants in the final spring edition of the *Herald*, using departmental award money to purchase the ad.

-The Acquisitions Unit completed a record-breaking April, completing 1,767 orders. According to Jack Montgomery, this is the highest number in over two years.

-Connie has been elected Chair Elect of the Continuing Resources Section (formerly Serials Section) of the American Library Association's ALCTS Division. Her 3-year term begins after this summer's annual conference in Anaheim.

-May 1 marked the first year of TopSCHOLAR™. For the year we now have 28 communities, 28 series, 1 e-journal in production and 1 e-journal almost ready to launch, plus this week we should switch over to a new template for the repository that will be more robust in terms of searching within and across repositories, as well as presenting top downloads and paper of the day. For 2007 (May-December) there were 3,445 downloads and already for 2008 (January-May), there have been 2,956. The highest downloads are from Student Honors Theses, MSS and FA Finding Aids, DLSC Faculty Publications, Student Research Conference and College of Business Working Papers.

DLPS: Brian has received a check for \$2,000 from Dennis Moore, Public Affairs Officer of the Consulate General of Canada in Detroit. The funds are to be used for the acquisition of Canadian materials.

-Peggy Wright, Rosemary Meszaros, Doug Wiles and Brian met with Josh Niedwick, Associate Producer for ETS on April 29. A completed script was delivered and Doug gave Josh a tour. Filming for the new video began at the VPAL grand opening.

-Haiwang Yuan has been awarded a faculty research grant in the amount of \$2,000 for continuing research in China for a new encyclopedia of China's ethnic groups.

-2008 Joint Spring Conference of KLA Academic Section, KLA Special Library Section and SLA Kentucky Chapter was held at Cumberland Falls State Park, April 23-25. Kath Pennavaria presented a paper on Thursday entitled *A University in Print and Then Some*, while Bryan Carson presented a paper on Friday entitled *Five Ways To Get Sued, 5 Ways Not To Get Sued*.

-Roxanne Spencer will make a return trip to Barcelona, Spain, May 31-June 15 as part of the WKU-SEK exchange. She will continue to work on developing English Language Arts Library Classroom (ECLAC) collections in Spain and then will work with visiting teachers from Spain during the first two weeks of August.

-Dan Forrest is coordinating the extended study hours program. Helm-Cravens Library will remain open until 2:00 a.m. from Sunday May 4 until Thursday May 8. Special thanks to the following volunteers: Dan Forrest, Paula Bowles, Sean Kinder, Michael Vincent, Nancy Marshall, Alan Logsdon, Charles Smith, Connie Foster, Brian Coutts, Rob Harbison, Haiwang Yuan, Dewayne Stovall, Debbie LaMastus, Rosemary Meszaros, Michael Franklin, Brent Fisk, Ken Foushee and the student patrollers. Coffee was provided by Java City on Sunday, Monday, Wednesday and Thursday. SGA funding supports the annual Margie Helm Library Awards.

-The Leisure Magazines Committee will meet on Wednesday, May 7 at 2:00 p.m. in Helm 201 to review annual subscriptions. The committee consists of Brian, Brenda Wood, Jack Montgomery, Doug Wiles, Alan Logsdon, Nancy Marshall and Brent Fisk.

-Eric Fisher is the new Facilities Specialist. He will begin in his new position May 12.

-Summer Work Schedule:

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| Interim May 12-30 | Yuan, Watwood, Wang |
| Summer I (June) | Knight, Forrest, Perkins, Baker, Yuan |
| June 30-July 3 | Yuan |
| Summer II (July) | Carson, Smith, Meszaros, Kinder |
| August 4-8 | Watwood, Wang, Coutts |

Preservation Review Process: Connie distributed copies of the revised document. The Department Heads recommended it for approval for web publication. Michael approved it.

Adjournment: Michael announced that this is the last CLDH meeting for the summer. Meetings will resume in August. There being no further business before the council the meeting was adjourned at 11:55 a.m.

For the Council,

Jan Renusch