

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
NOVEMBER 10, 2008**

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

Minutes: The minutes of the November 3, 2008, meeting were approved as submitted.

Web & Virtual Library: Haiwang gave handouts and a presentation on "Snap Shots," a technology that enables users of a Web site to preview "shots" of a Web page when mousing over a link or a "Snap Shot" icon or both. The service is free and "shots" can be multimedia contents and from sources like Flickr, MySpace, and Wikipedia. Haiwang has activated the service on the Libraries' Home page, the Southern Kentucky Book Fest Web site, and the Kentucky Information in Cyberspace pages.

Community Outreach: Tracy announced again that Books & Baskets will kick-off the Fall into Books program this Friday at the Lady Toppers Home opener against Murray State. She also said that it appears the Big Read has a major sponsor. Carrie will fill the group in when she returns. Also, Tracy wondered if the Libraries might want to pursue a Community Partnership grant regarding Media Literacy and helping area school children navigate new media and commercials and ads that are carried on them. The Council liked the idea and suggested Tracy get in touch with Jo Ann Ryan at Mass Media to discuss some partnership ideas.

Marketing: Jennifer passed around the brochure for the Celebration of the Arts US Bank Art Show that will be held this coming spring. The committee approved a preview show for Friends of the WKU Libraries and possibly US Bank patrons the evening prior to the public reception. This will be another great opportunity to single out our Friends of the Libraries.

-Evelyn Thurman invitations have gone out and responses are coming back in. Based on the positive comments coming back in from Advisory Council members, it appears to be a very good move to include them in our invitation list.

-Christmas in Kentucky is currently being promoted. If anyone wants posters or postcards to go to any family-friendly places in town, let Jennifer know and she will get them to you. Jennifer will be distributing them in high traffic areas for families.

-Jennifer is currently working on Collections and Connections and hopes to have it completed soon.

-There was discussion regarding promotion of Kentucky Live, Far Away Places, Java City entertainment and anything else that comes up during the week. To avoid overwhelming our faculty/staff audience with several emails a week, we talked about doing a once a week flier/note from University Libraries that would include all of the happenings within WKU Libraries. The discussion was tabled for further consideration and to be discussed at a later time.

Dean's Report: Mike is working on evaluations.

-CLDH for November 17 is cancelled. The next meeting is November 24.

Department Reports:

DLTS: Nelda Sims reports that our OCLC holdings reset is complete. This project was free for our subscription to the OCLC WorldCAT Analysis last year. Of 680,997 incoming records, 644,850 holdings were set for a 95% hit rate. This means that our KNV symbol is on over half million records now.

-Nancy Steen has begun one of our planning goals to undo analyzed sets for Humanities Reference titles such that each title within a set has its distinct entry on TOPCAT, and each volume gets a new spine label.

-David Runner successfully completed installation of a new networked printer for Bibliographic Access and 13 computers are connected to the HP P300TX now.

-Connie has requested the EIRC Committee to have a non-virtual meeting on November 11 to discuss e-books via MyiLibrary. MyiLibrary™ is Ingram Digital Group's online eBook and eContent resource and might offer us more flexibility and ownership for selections in that it offers the ability to acquire and access digital content on an individual title basis.

DLSC: Steven Yates has been hired as the Weekend Manager. A starting date has not been decided on yet.

-Plans for the Decorative Arts Exhibition are being developed. Painting and construction will begin soon.

-Work on the Discovery Room has begun with discussion about possible designs (not construction) from Solid Light which did the Duncan Hines Exhibit.

DLPS: Kentucky Live! will present Brian Leung, award winning author and Creative Writing Professor from the University of Louisville, will discuss creative writing and read from his new novel *Lost Men* this Thursday, November 13th at 7:00 p.m. at Barnes & Noble. The book is the subject of a feature review by Kath Pennavaria in the Bowling Green Daily News, Sunday, November 9, 2008. A book signing will follow his presentation.

-Blackwell Collection Manager - Jack Montgomery is coordinating a visit from our Blackwell's representative who will demonstrate the latest enhancements to Collection Manager. Blackwell Collection Manager is a web-based Acquisitions and Collection Development system which supports online selection, ordering and reporting of print and electronic materials. The demonstration will precede the DLPS November faculty meeting at 1:30 p.m. in Helm 108.

-Cultural Enhancement Series - As part of the preparation for the November 18th visit of Biologist Kenneth Miller to WKU, Charles Smith spoke on *Alfred Russel Wallace and the Original Meaning of the Term "Natural Selection"* to a large crowd on Friday, November 7th at a Department of Biology seminar. After highlighting key writings of Wallace, he reviewed his life and contributions and answered questions about his relationship with Charles Darwin. Smith maintains the largest web site on the life of Wallace and will speak at the Linnean Society of London later this month. His newest edited work on Wallace will be published this month by Oxford University Press.

-MARCIVE - The Marcive team completed cataloging a record 2,459 items in October. More than 64,356 items have been cataloged since the project's inception in February, 2006.

-Margie Helm Awards - Brian has contacted Tom Meacham to arrange for preparation of the Faculty, Staff and Student Awards and the new Team

Award. He has also contacted Betty Hinton in the College Heights Foundation to arrange for the checks. The faculty and staff awards consist of a certificate and check for \$250.00. The student awards consist of a certificate and check for \$50.00. The new team awards consist of certificates for each team member.

-Extended Study Hours for Fall Term Exams - Dan Forrest, Coordinator of Access Services, is coordinating this volunteer effort in conjunction with the SGA. The funds earned support the Margie Helm Awards.

-Personnel: Research/Instruction Specialist Search - A request to offer the position is pending in Human Resources. ILL Specialist Search: A request to interview candidates is pending in Human Resources.

Facilities: The water has been turned off in Helm on two occasions to complete plumbing repairs on the Helm first floor restrooms.

Temperatures are being monitored prior to requesting that the heat be turned on in the Cravens building and the a/c to be turned off in the Helm building. Eric is continuing work on the Helm-Cravens inventory. Josten has completed most of the artist/title plates for art works in the Helm-Cravens Library.

Replacement Plaque for Reg Laswell: Connie distributed a picture of the present plaque which shows the deterioration and disrepair. Connie will discuss with Eric Fisher to investigate new material and wording for the plaque.

BEST Plan: Mike distributed copies of an email from Dr. Burch regarding the BEST Plan for review and discussion by the Department Heads. Mike will respond to Dr. Burch with the updated information.

Adjournment: There being no further business before the Council, the meeting was adjourned at 11:20 a.m.

For the Council,

Jan Rensch