

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
JUNE 22, 2009**

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

Introduction: Jennifer introduced Sandy McAllister, the new PT Office Assistant for Membership and Marketing, who began her employment today.

Minutes: The June 8, 2009, minutes were approved as submitted.

Web & Emerging Technologies: Amanda Hardin, Co-chair of the FaceBook Team demonstrated a prototype of the Libraries' FaceBook profile they designed with the help of Haiwang. FaceBook only allows individuals to create a page to get fans. Therefore, Haiwang had asked the University IT to create an e-mail account for the FaceBook profile, namely, raymond.cravens@wku.edu. The Libraries' FaceBook Page is part of this profile. The Page is named WKU Libraries for the purpose of branding, and using a picture of Big Red holding a stack of books in one hand and a laptop in the other to represent the Libraries on FaceBook. Amanda demonstrated what we could place on the FaceBook, such as library hours, links to its Web homepage, Flickr photo albums, and podcasts to be embedded on the wall of the FaceBook.

-Haiwang demonstrated the prototype of the Libraries' Twitter with the same Big Red picture as the FaceBook image. (Twitter, known as micro blog, allows users to publish their thoughts and connect with others on the Internet using 140 characters for each entry, something like text messaging using a cell phone. Twitter's simplicity makes it accessible via smart phones as well as desktop or laptop computers). For branding purposes, Haiwang created a background for the Twitter profile with the Libraries' logo along with a sentence to introduce the Libraries and links to its Web and other social media.

-Haiwang demonstrated the University Blog, which had been down for weeks, with the template chosen for it. The CLDH had no problem with the current banner, which, Haiwang learned, cannot be changed on the developer's end. In answer to the question that what was to be blogged and tweeted and if we had policies/guidelines regarding that, Haiwang said that we had guidelines for both the blog and Twitter. To prevent tweeting everything we blog, he has created a category named "Events to Tweet" on the blog, and only this category was synced to Twitter, which will have links to point back to the specific blog entries.

-Haiwang showed a Twitter widget or badge he had embedded on the Libraries Web homepage in place of the box for headline news on the right column of the homepage. That means what is blogged and categorized as "Events to Blog" will be tweeted automatically and will show up in the widget of itself at the same time. Haiwang said that FaceBook and Twitter would also be synchronized so that our "tweetable" events and announcements will be streamlined. To accommodate the size of the Twitter widget, Haiwang redesigned the Web homepage. He grouped all the social media together marked with their respective logos. These media include FaceBook, Twitter, Blog, Podcast, YouTube, and Flickr.

Development: Mike reminded the council that the end of the fiscal year is fast approaching and any gifts for this fiscal year should be turned in immediately.

Community Outreach: Tracy and Kristie Lowry attended the Big Read Training workshop in Minneapolis last week. While there they garnered many terrific promotion ideas for *The Great Gatsby*, the Big Read selection for this year. A September/October date is being planned with a kick-off event at the Kentucky Building. She is looking for a speaker for the event and sponsors to bolster the \$10,000 grant. Events at the Gatton Academy and International Center are in the planning. A press release is in the works and will go out soon.

Marketing: Jennifer is wrapping up various projects: the annual report is going to the printers this week; the membership brochure is getting its final look over; and the walking tour guide is moving along.
-A copy of the Parent Guide was passed around for the Council to review. 5,000 copies go to incoming students and parents.
-Jennifer has been communicating with Master Plan and the "Snacks in the Stacks" is scheduled for August 25 from 8:30 to 10:00 pm. A committee is being appointed to help Jennifer with planning the event.
"Night at the Museum" with a Civil War theme is in the plans for August 26 at the KYLM. A PIE grant is in the works for funds to support these new initiatives.

Grants & Projects: Bryan reported a conversation with the head of preservation for Lyrasis. She suggested that WKU probably didn't need to create a regional preservation lab, as there are a lot of potential issues with insurance and liability. However, she suggested that what WKU should do is to lead the way in preservation and conservation education by founding a regional conservation network to undertake training and to provide resources in the event of an emergency. Thus, Bryan is not going to pursue grants for a conservation lab at this time, although he will be looking at programs for preservation and conservation education.

-The digitization grant, which is being applied for jointly by the Kentucky Building and the history department, is proceeding. The deadline is July 15, and the agency is the National Endowment for the Humanities. There is also a similar grant program from the National Archives & Records Administration with an August deadline.

-The preliminary proposal for a High Technology in Kentucky exhibit at the Center for Research & Development is ready for submission. Dean Blaine Ferrell will be the Principal Investigator (PI), with Timothy Mullin as the Co-PI. Other senior personnel involved with the grant include Bryan Carson and Buddy Steen (from the Center for Research & Development).

Dean's Report: Mike said that Erwin Woodye from Belize is coming to WKU the last two weeks of July as part of the administrative exchange regarding WKU Libraries. The department heads are to work on a schedule for those two weeks.

-WorldCat Local - After discussion and a recommendation from Connie, Mike approved the implementation of WorldCat Local for the coming year. In view of this, the demonstrations of Encore and Primo are cancelled.

Department Reports:

DLSC: Two professors from Texas, a faculty member in the education department at Murray and a public education professor from Georgia have been doing research at the Kentucky Library and Museum this summer.

-Nancy Baird provided an "after dinner" program, "The Philistines Are Upon Us: Bowling Green during the Civil War" at Village Manor, attended by about 30 residents.

-In May Jonathan Jeffrey presented programs to the LARTH's (Literature, Arts, Religion, Theater, History & Science Literary Club), Entourage Travel Group from Iowa, Princeton Travelers, Warren County Cemetery Board Workshop, PEO Sorority, and the Landmark Association on various subjects.

DLPS: Renovation of Circulation Area - With assistance from Circulation Services staff and Eric Fisher, Cardinal Office staff installed our new circulation desk and constructed two new offices for circulation staff and a new mail alcove. Other improvements include work areas for weekend staff and new storage cabinets for audios and videos. This represents phase 1 and 2 of the Craven 4th floor renovation. Phase 3 will involve replacement of existing staff offices, new shelving and chairs. Brian, Eric and Doug met with Paula Sadler from Cardinal to review updated plans for Phase 3 on June 18.

-Gordon Wilson Storage - Summer reference/periodicals students are at work moving periodicals to our storage facility and arranging them on existing shelves.

-University Experience Classes - Bryan has met with Sharon Buzzard and Sara McCaslin to review our pilot program to involve Subject Specialists in the teaching of the library component of the subject based University Experience classes. This year they would like us to teach two class periods for each section. Discussions are ongoing.

-Faculty Scholarship Awards - Charles Smith has been awarded \$1,100 and Gay Perkins \$1,000 for their respective research projects by the Faculty Scholarship Council.

-Memorandum of Understanding with the Bowling Green Technical College WKU Libraries has renewed its agreement with BGTC to provide tours, orientation and instruction for their students as well as access to collections.

-Berkshire Encyclopedia of China - Haiwang Yuan served on the editorial board and contributed 22 articles to this outstanding new five volume encyclopedia published in June, 2009. The editor commented in her acknowledgments that "Haiwang's knowledge of China and insight into the nuances of expressing Chinese concepts, as well as his cheerful willingness to answer questions evenings and on weekends, right up until the final moment (of publication) have been invaluable."

DLTS: Faculty interviews for the Kentucky Library catalog position are forthcoming: June 25, July 2, and July 6. Agendas will be sent soon.

The next catalog position search (for the position held by Deana Groves) will be for a science & technology cataloger. Education responsibilities will go to Nancy Steen, the humanities cataloger, and audio/video cataloging will be reassigned to staff unless complex cataloging required. Committee: Chair--Uma Doraiswamy, Deana Groves, Nancy Steen, Jeannie Butler, John Sarkozi. Deadline for review of applications will be Sept. 1 with an anticipated hire date of October 15.

-Connie attended "Bridging the Knowledge Divide," the International Electronic Theses & Dissertations Symposium in Pittsburgh June 10-12.

The attendance was around 180; their highest attendance was 225 when the group met in Berlin. Based on formal programs and informal conversations, it would be advantageous for WKU Libraries to support the NDLTD (Networked Digital Library of Theses & Dissertations, www.ndltd.org) organization and union catalog. OCLC will harvest metadata from TopSCHOLAR® for the NDLTD catalog. This provides additional discovery access for theses and additional statistics. Also our institution would be eligible to nominate students for awards. Other decisions in the future are local ones: whether to continue a bound library copy, whether to provide binding services for students or provide alternatives, such as binding-on-demand through the HF Group or FedEx/Kinkos. As we move towards the first doctoral dissertations, we will also want to consider the "publishing" option with ProQuest.

-Enhancements Digital Commons 6.5 per webinar, June 18, 2009

Digital Commons Enhancements available for TopSCHOLAR®

- Browse by Discipline to be added to our Links.
- Video streaming at article abstract level through YouTube or campus server. Amazing!!!!

Example: research report by Lamar Collins who also is a speaker.

<http://ecommons.txstate.edu/arp/285/>

Lecture uploaded using YouTube (content not downloaded), just demos visual:

[Demo.ir.bepress.com/mse_reports/6/](http://demo.ir.bepress.com/mse_reports/6/)

- Image Gallery and geo-locator

digitalcollections.sit.edu/photocontest

- Geolocating for a series as appropriate (like Study Abroad, geological research)

[Demo.ir.bepress.com/brp](http://demo.ir.bepress.com/brp)

- Journal covers, static or changing per issue/topic:

[Demo.ir.bepress.com/esl](http://demo.ir.bepress.com/esl) (issue-specific cover)

[Digitalcommons.mcmaster.ca/ecf/vol21/iss3](http://digitalcommons.mcmaster.ca/ecf/vol21/iss3) (journal-specific)

- Letters, historical collection

[Digitalcommons.bryant.edu/Bryant goes to war](http://digitalcommons.bryant.edu/Bryant_goes_to_war) Select Renza, James for fully enriched content

-Connie and Mike met with Buddy Steen at the Innovation

Commercialization Center June 19 to discuss strategies for TopSCHOLAR® and SelectedWorks.

-Technology Report: The Library Technology Team set up 7 computers in circulation after the new circulation counter and new offices were set up and also set connections to replacement printer (Doug, Eric & Ken also assisted); met w/ Academic Technology & Building Coordinator Eric Fisher regarding audio conferencing equipment for Cravens 100 conference room; installed software on new computer in Cravens 100 conference room lectern, audio system is installed - ceiling mounted LCD multimedia projector is installed - document camera is installed - telephone line & audio conferencing unit is installed - CD/DVD/VCR/digital TV tuner unit is still on back order; installed software and set up replacement pc in Helm 201 conference room - awaiting ceiling mounted LCD multimedia projector and installation; met w/ Student Technology regarding SiteKiosk security software for public TOPCAT pc's, updated image with new SiteKiosk security software installed on 14 public TOPCAT pc's on Cravens 4th-9th floors & Helm 1st and 2nd floors, Student Technology techs replaced video cards in public TOPCAT pc's on Cravens 5th & 7th floors, replaced stolen keyboard on Cravens 9th floor - waiting for additional part for pc on 7th floor; 5

laptops for patron check-out are presently being physically refurbished - replacing keyboards and other hardware elements while still under warranty- software image is ready to be installed - then after being cataloged in TOPCAT they will be ready for use; laptops for Glasgow - image has been created and target installation is next week; continuing installation of Windows XP Service Pack 3 and dealing with the usual network printing problems and spyware malware, etc.; dealt with printer problem in Reference - technician replaced low power voltage regulator.

Adjournment: The next CLDH meeting is Monday, June 29 at 10:00 am. With no further business before the Council the meeting was adjourned at 12:20 pm.

For the Council,

Jan Rensch