

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
JUNE 8, 2009**

**Present:** Dean Michael Binder, Connie Foster, Bryan Carson, Suellyn Lathrop, Tracy Harkins, Jennifer Wilson, Josh Hawkins, Haiwang Yuan and Jan Renusch

**Minutes:** The May 18, 2009, minutes were approved as submitted.

**Web & Emerging Technologies:** Haiwang reported that he had compiled the statistics from the WorldCat Local survey and would distribute it to CLDH members after the meeting.

-Haiwang sent out emails to members of Web & Emerging Technologies Working Group and department heads to inform them of Mike's approval of the purchase of Dreamweaver, a WYSWYG Web development tool, from the University using departmental purchase cards.

-Haiwang reported that the University Blog service has been down for several weeks and would not be up for several more weeks. The reason for the blackout, as Barbara Scheidt from IT explained to Haiwang, was that the server's security was breached. To broadcast University Libraries' events and get in touch with its patrons and the world, Mike has decided to speed up the implementation of Twitter. To answer his call, the Twitter Task Force led by Amanda Hardin and Gay Perkins had its second meeting and made recommendations to Mike. Mike brought the recommendations to the CLDH meeting for review and gave his approval. According to the recommendations, there will be one Twitter profile for the University Libraries with the name WKULibraries; Amanda will oversee the day-to-day update issues in coordination with Haiwang and Jennifer, as well as members of the task force. Hash tags will be used to highlight specific or departmental events and projects. The Twitter will be synced to a selected part (in one category) of the University Blog, once it is up. A widget or badge of the Twitter will be in the place of where the headlines are on the University Libraries' Web homepage. To compensate the blackout of Blog, Haiwang has linked to the Internet Archive: WayBackMachine at [http://web.archive.org/web/\\*/http://blog.wku.edu/library](http://web.archive.org/web/*/http://blog.wku.edu/library) from a mockup page he has created of the University Blog so that users can get access to the archived posts available at the Web site from as early as February 9, 2006.

-The Facebook Task Force led by Christy Spurlock had made its recommendations to the Dean (see previous CLDH minutes). The Facebook Group has been created, chaired by Jennifer Wilson, Coordinator of Marketing & Events, and co-chaired by Amanda and Christy. There will be one Facebook profile for the WKU Libraries. Jennifer will work with Amanda and Christy to migrate as much as possible what's on the current Kentucky Library & Museum Facebook profile to the WKU Libraries' profile. Amanda will be invited to present a prototype of our Facebook profile to the CLDH at the next meeting on June 22nd. The Twitter profile will be presented at the same time.

**Development:** Josh Hawkins discussed the Mary Evelyn Thurman gift. The bequest has been deposited into the designated accounts. Josh also provided an update to the WKU Libraries account audit. He and Mike will share the new account policies and procedures at a future meeting.

**Community Outreach:** Tracy said she has signed the paperwork for having the next Book Fest at the Carroll Knicely Center. She plans to sign the hotel contract with the Hilton Garden Inn later this week. Author Roy Blount has decided not to attend Book Fest because it would mean giving two presentations. That also meant the Book Fest partners could not apply for the grant from the Southern Arts Federation because the deadline was too close to approach another author. They are continuing to pursue authors that do not require a large honorarium. Big Read plans are continuing for September and October. Tracy and Kristie Lowry will be attending The Big Read training in Minneapolis June 15-17.

**Marketing:** Upon Mike's final approval, the annual report will be printed for distribution.

-Jennifer and Jan will be working on a marketing budget for FY2010.

- The Walking Tour brochure is ready to be looked at by Department Heads and she will be forwarding the brochure for them to review.

-Jennifer is working with Lynne Ferguson on a brochure for their fall workshops and programs.

-WKU Libraries has been approached regarding advertising for the Parent Guide that goes out to all new students' families and others. The libraries are not listed as a resource nor are they under museums in the community section so Jennifer will be communicating with Amy Miller in Alumni to find out more details. Jennifer has also communicated with Blair Silliman who is putting together social outings during the M.A.S.T.E.R. plan week for incoming students. She suggested the idea "Snack in the Stacks" on one of the evenings as an option for students to visit our libraries. This would be a great opportunity for the new students to come through our doors and see what we have to offer in a fun way. Since CLDH members seemed positive to the idea, Jennifer will proceed further and check into one of the nights that does not conflict with "Night at the Museum."

-Regarding Membership, an offer was made and the candidate has accepted the part-time office assistant position in the Dean's Office that will be working with Membership and Marketing. Kelly has finished a draft of the brochure which was passed around the table for review. Jan and Jennifer are meeting with Jeff Baynham from Alumni this week to go over reports.

-The Daily News gave us great coverage on Appraisal Day.

-Jennifer will also be working on a mailing with the Duncan Hines Art Exhibit committee to get the information about the exhibit out.

**Grants & Projects:** The NEH (National Endowment for the Humanities) Digitization Project we are working on with the history department is proceeding. TopSCHOLAR® will be used as the platform for the digitized materials. Dr. Bowker has agreed to provide at least two graduate assistants for the project, and may be able to find a third graduate assistant (but no guarantees at this time). The materials for the NEH digitization grant identified from the Kentucky Building collections include: Letters Home\American Colonization Society Materials Shaker Materials, Paper Doll Collection, Kentuckiana postcards, and Civil War Broad sides. We won't digitize the entirety of these collections. However, this is where we will begin focusing resources.

-While working on the NEH grant, Bryan plans on also working on a National Science Foundation Major Instrumentation Program grant (due in August). He has contacted the preservation department at Lyrasis for advice on equipment. The digitization and conservation programs were both identified together in the same White Paper by the Recovery Act Task Force as being priorities.

**Department Reports:**

**DLTS:** Deana Groves has accepted the position of Bibliographic Access Coordinator, effective July 1. We will begin soon the Form 1 for a catalog librarian position search. Uma Doraiswamy will chair that committee. Other members will be appointed soon.

-Three candidates are scheduled for interviews during the end of June and the first week of July for the Kentucky Library Cataloger position.

-Deana Groves and Uma Doraiswamy will be presenting on "Webinar" at the fall KLA Conference.

-Connie Foster will work with Cathy Abell in nursing this afternoon to create her SelectedWorks site, following the lead of Mary Bennett.

Connie continues to get inquiries for TopSCHOLAR® uploads from "repeat customers" or new researchers as the value of open access and spreads. She has uploaded 26 theses (including 2 from the former CEB web site) since May 1, bringing the total to 79.

-The Honors College gives the TopSCHOLAR® link when posting its new issue of its newsletter Areté to the university mailing lists. There are 131 honors theses on TopSCHOLAR®.

**Technology Report:**

The Library Technology team provided tech support for the two remaining EIC candidates, assisted the WKU IT Active Directory (AD) migration team in preparation for installations for the University Libraries, assisted in AD installation and learned the processes involved in the AD installation in order to proceed with future AD installations, provided replacement for missing mouse in the Dean's office suite, provided a remedy for multiple user AD logins on the Reference Desk computers, fixed keyboard problem in ILL, installed Oracle ODBC drivers for Library Tech Assistant's use in processing Voyager Access Reports to assist the Library Systems Coordinator, re-installed software on replacement hard drives for 7 Library employees after failure during AD migration (approx. 4 hours each), fixed problem with Voyager access on DLTS computer (ultimately wiping hard drive and reinstalling Windows XP and all software), met with Academic Technology to assess beginning installation of ceiling mounted projector, lectern and computer components in Cravens 100, continued installations of Windows XP Service Pack 3 and dealing with the usual network printing problems and minor virus infections.

**DLSC:** Suellyn Lathrop standing in for Timothy reported at the KMHA (Kentucky Museum & Heritage Alliance) meeting Sandy Staebell, Donna Parker, and Christy Spurlock made a presentation on the Civil War Exhibit. Sue Lynn McDaniel, Nancy Baird and Suellyn made a presentation on KenCat/PastPerfect. Timothy also attended the meeting.

-84 people attended the Gallery Hop on Friday evening and 35 people were in attendance at the Appraisal Day on Saturday.

-The first ever "Backyard History" Camp has been completed. A van was rented to drive the children each day to a different venue - KYLM, Lost River Cave, Chaney's, historic tour of Fountain Square, etc. National,

state and local history was integrated and discussed with each of the daily field trips. The reviews from this camp were great. Both parents and children said it was one of their best camp experiences ever. All the remaining camps are filled. Kudos to Lynne for planning, designing and executing this exciting new camp and for all the other wonderful camps.

**DLPS:** Bryan Carson standing in for Brian mentioned that the renovation of Cravens Circulation was proceeding apace, and that the new circulation desk was due to be installed.

-The Periodicals section is 95% full. Staff and students are shifting journals that are available on JSTOR or microform to the storage facility in Gordon Wilson Hall. Although not yet certain, it appears that all journals from 1980 to 1985 may be shifted to the compact shelving in the basement of Helm. If so, this would be done this summer.

-Bryan spoke with Sharon Buzzard, the director of the University Experience program. The liaison librarians will continue to teach the major-specific sections of University Experience. Two class sessions will take place in the main library. The sessions in the main library will include information on the collections and services available in the Kentucky Building. Instructors may schedule optional visits with the Kentucky Building in addition to the two main sessions.

An optional third hour of University Experience has been approved for the fall term. The course number is UE176. A large focus of the approved course will be critical thinking and information literacy skills. Sharon Buzzard is seeking to recruit University Experience instructors to teach the optional third hour.

**Adjournment:** The next CLDH meeting will take place on Monday, June 22, 2009. The meeting was adjourned at 11:55 am.

For the Council,

Jan Renusch