

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
AUGUST 31, 2009**

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

**Minutes:** The August 24, 2009, minutes were approved as corrected.

**Web & Emerging Technologies:** Haiwang is teaching two Chinese language classes this semester.

-Haiwang has sent an email to Access Kentucky cancelling the bgonebook site. He is establishing a link for the NEA Big Read. He is working with Hitcents on the website development. The Book Fest site will be updated separately.

The WETWG (Web and Emerging Technology Working Group) will meet on Tuesday. -The Form I for the Electronic Coordinator Librarian position has been completed.

-Haiwang is leaving for China Thursday, September 3 and will be gone through September 20.

**Community Outreach:** Tracy said that author Laura Numeroff (If you Give a Mouse a Cookie) has confirmed that she will be the Children's Headliner at Book Fest. The partners are currently working on the Big Read brochure and schedule that will run in the Daily News. Tracy passed it around for input. Timothy asked that some MAC representatives be involved in planning the Gatsby Style party. There may be a book fair/fund raiser at Barnes & Noble Wednesday night when UK Coach Calipari appears with his new book.

**Marketing:** Jennifer reported that the Master Plan events, Snacks in the Stacks and Night at the Museum, were a great success. Thanks go to committee members, Amanda Hardin, Brent Fisk, Dan Forrest, Eric Fisher, Doug Wiles, Tracy Bryant, Dan Peach, Christy Spurlock and all the student assistants that helped. Jennifer is working on the PIE Funds final report.

-At the student fair at DUC Jennifer observed that the Kentucky Museum had a separate table from the WKU Libraries table. She suggested that next year the tables be placed together.

-Jennifer reminded everyone of upcoming events: Open Access week Kick-off October 19; Kentucky Live Series, Nancy Baird's *Civil War Diary*, Thursday, September 10; and the Fall Break Classes.

**Dean's Report:** Mike and Haiwang met with Dr. Burch regarding the proposed iPhone libraries application. Mike and the Department Heads gave kudos to Jennifer, Christy Spurlock and the committee for the very successful Master Plan events, Snacks in the Stacks and Night at the Museum.

**Department Reports:**

**DLTS:** Connie Foster serves on an editorial committee that has completed "A Statement of Ethics and Guide to Best Practices for Editors of Library and Information Science Journals," to be announced and released later this week via the SPARC web site. It represents support from ARL and ACRL. The group has met at ALA conferences over the past 2 years to discuss and complete the work.

-DLTS faculty had their annual planning retreat on Friday, August 28 at Connie's house.

-Through a start-up gift from Dr. Carol Crowe-Carraco, WKU Libraries will acquire the JSTOR 19<sup>th</sup> Century British Pamphlets collection, created by

Research Libraries UK. It contains the most significant British pamphlets from the 19<sup>th</sup> century, over 20,000 from seven UK institutions. Researchers, educators, and students will have a rich and coherent corpus of primary sources with which to study socio-political and economic landscapes of 19<sup>th</sup> c. Britain. Pamphlets also include ads, cartoons, diagrams, annotations, etc.  
 -Paula Owens reports that Student Financial Aid is running 3 weeks behind in processing work applications. In addition, should a student make a mistake in completing information that application will also be delayed. This means that we should have contingency plans for schedules as the semester opens.

**\*Library Technology Report:** The Library Technology Team continued performing maintenance and software updates on faculty, staff, student assistant and public access computers; dealt with a barcode reader problem in Gov docs office; relocated computer for ILL staff from Helm 104B to Helm 107; worked on e-mail configurations and filters for DLTS staff; provided tech support and equipment for Library Kickoff program; set up computer for printing color photos of Snack in the Stacks participants; conferred w/ WKU Heath Services for installation of hand sanitizer dispensers in library computer labs and various other locations where public use computers are located in Helm, Cravens, ERC, & Kentucky Library to help combat the H1N1 virus and the seasonal flu. On the systems side Josh also submitted KULS updates and worked on the Bindery Maintenance project.

**DLSC:** Timothy will be making a presentation "Knowing Your Antiques" on Friday at the Corvette Museum.

-UE tours of KYLM although optional, most of the classes are still coming.  
 -The DLSC retreat was held on August 25 at the Museum.

**DLPS:** Fall Retreat - The department held its fall retreat at the Barren River State Resort Park in Lucas, Kentucky on Tuesday, August 25 from 8:45 a.m. until 3:30 p.m. Following a continental breakfast faculty discussed projects and plans for the coming year. Unit annual reports were presented by Coordinators and Committee Chairs. Dean Binder and Fina Simpson joined them for lunch and the annual group photo. Faculty expressed concerns about aging staff computers, inadequate laser printers, and reviewed plans for this year's collaboration with departmental university experience classes. Rob presented a report on electronic database use from our Scholarly Stats database. Plans were discussed for Constitution Day (September 17<sup>th</sup>) and Banned Books Week (Sept. 26-Oct. 3).

-Top 10 E-Journals Used From January-June, 2009 (from Scholarly Stats)

Title	Uses
Proquest: New York Times (1857-current)	4111
Proquest: Dissertations and Theses	1926
Ebscohost: School Library Journal	1484
Ebscohost: Reading Teacher	1465
Wall St. Journal Eastern edition	1200
Ecology	1122
Ebscohost: USA Today	1117
Ebscohost: Am. Journal of Public Health	834
Ebscohost: Education Week	820
Ebscohost: Library Journal	793

-Extended Campus Library Services (FY-2008-2009) - In FY 2008-2009 ECLS delivered 3082 citations, answered 2163 calls and sent materials to 759 students. These were delivered by: fax 192 (articles); courier 48 articles, 478 books, 62 ERIC Docs; mail 1510 articles, 198 books, 101 ERIC Docs, 1 ERIC

fiche; other 452 articles, 20 books, 60 ERIC Docs. Requests for materials came from: Glasgow 396, Elizabethtown 36, Owensboro 83, other 244.

**Promotion & Tenure Calendar:** Mike reminded the Department Heads to notify their faculty that they may apply for promotion and to check the Administrative Calendar for submission dates.

**Staffing Plans:** Mike's annual meeting with Dr. Burch, Dr. Miller and Mike Dale regarding the libraries staffing plans is September 17. The deadline for Department Heads to have their information to him is Tuesday, September 8.

**Adjournment:** With no further business before the council the meeting was adjourned at 12:15 pm.

For the Council,

Jan Renusch