

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
SEPTEMBER 21, 2009**

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

**Minutes:** The August 31, 2009, minutes were approved as submitted.

**Web & Emerging Technologies:** Haiwang reported on his trip to China. He will also blog his trip.

**Development:** Josh gave an update on the Horse Exhibit at the KY Museum. They have met with Solid Light Inc. to discuss the budget (\$1 million) for the project. He shared the budget/project plan and discussed funding opportunities. This will be an aggressive mini-campaign to be completed by September 2010.

**Community Outreach:** Tracy reported that The Big Read will begin on October 1. They are having t-shirts printed for the event. Her area has also proposed a monthly literary column idea to SOKY Happenings which would discuss all of the book related events going on in the area in an effort to better coordinate information for book lovers in the community as well as coordinate schedules amongst the Book Fest partners. She also mentioned that the Evelyn Thurman Award winners have been announced (Phil Bildner and Loren Long) and she is working with them on appearing at the Fall into Books program.

**Marketing:** Jennifer distributed the new membership brochure for the Council's review. Jennifer and Sandy are working on manipulating data from the membership reports to get satisfactory information to update our lists. Jennifer is working on Open Access Week and Top Scholar/Selected Works brochure update with Connie. The Peace Poster exhibit reception is Friday, September 25 at 1:00 pm at the ERC. She will be attending a Master Plan events committee wrap-up meeting next week.

**Grants & Projects:** Bryan reported that he has been working on the Southern Kentucky Economic Development Library. He is submitting preliminary proposals to the Ford Foundation and the Charles Steward Mott Foundation, and has written a letter of interest to the Kauffman Foundation. He is hopeful that one of the foundations being approached will help to fund the necessary renovations for this project. Bryan also noted that the preliminary grant application for the High-Technology Exhibit was given a rating of "discouraged." However, constructive comments are available and will lead to a better grant proposal in the future.

**Dean's Report:** Mike met with Dr. Burch, Dr. Miller and Mike Dale regarding Strategic Plans last week. Mike reminded the Department Heads of the College Instructional Equipment Allocations and College Classroom Improvement Project Requests for their departments. Mike announced that Tracy Harkins will be going from full-time to part-time effective October 1.

**Department Reports:**

**DLTS:** Paula Owens has set up a Facebook page in order to contact student workers since regular email is not effective. So far she has had 60 "friends"

respond. This is about 2/3 of the student assistants and should prove a simple yet timely way to communicate!

-Uma Doraiswamy and Deana Groves will present a session at the KLA annual conference entitled: "WEBINAR," explaining the basics of producing and managing a webinar and how delivering or hosting one can be a successful means of professional development. Jack Montgomery will also present on organizational culture and conflict.

-Miss Mak is working with Jonathan Jeffrey on another collection within the RPW room in addition to the Grimshaw books. We welcome her back as a continuing contributor to access of the Kentucky Library collections.

-Deana Groves, Amanda Drost and Sue Lynn McDaniel met Friday September 4<sup>th</sup> about KL cataloging priorities and processes.

-WKU theses have been harvested into the NDLTD Union Catalog. Go to <http://www.ndltd.org/find> and they will appear as they are harvested from TopSCHOLAR® by author, title or institutional group. We will explore ways to extract this data into TOPCAT at NDLTD.org, Find ETDs Visualizer/left column by collection WKU.

-With significant bepress support, TopSCHOLAR® now has a WKU Governance series (event) under University Archives where Suellyn will upload Board of Regent documents and podcasts. Raymond Poff is ready to launch his second journal: Journal of Nonprofit Education and Leadership, also subscription-based, in partnership with the American Humanics organization.

-To address delays in ordering books last fiscal year, the DLPS liaisons agreed to a February 15 deadline for orders to be in to allow for orders to be placed and paid for, thereby reducing commitments into the next fiscal year. Librarians are asked to re-date order slips that were returned and could not be ordered if they resubmit them now so that we can accurately track receipt of materials.

-Connie is representing University Libraries on the University Athletics Committee for a 3-year term.

-Connie turned over to Jennifer and Sandy McAllister the responsibility for donor acknowledgements she has been writing monthly.

#### **\*TECHNOLOGY:**

On Sept. 3, David and Connie met to discuss top priority printer needs outlined by Brian Coutts. We have ordered a black/white duplex capable printer for Helm 110. We encourage everyone, when it is installed, to use the duplex function as much as possible.

We are initiating implementation of a card-installed printer in the Reference Room to replace the existing one. IT pays for the 1<sup>st</sup> year license and then we pay subsequent years.

-We had questions about a printer in VPAL: why are professors requiring print outs; can these be redirected to lab printers rather than a VPAL-specific printer if students are the beneficiaries and they can send to any lab printer on campus; could students email their copies to professors rather than printing at all? David will follow up with IT as they are trying to resolve the laptop problems with open-lab log in. Once IT resolves the problem, David can resume installations. David is working on the PCs for Circulation. Right now the new images are in a loop when the image is dropped, rebooted, etc. This is not just a library problem. It is an IT problem from the new image.

-David will move the scanner from Jue Wang's office to Beth Knight's office as a first step in assessing what paper size scanner they need, as Beth was uncertain about 8 ½ x 11 or legal size scan bed. The scanner will be a tremendous savings for paper and mail delivery.

-The Library Technology team formatted hard drives, dropped new images and installed required software on 3 computers at the ERC Circulation Desk, 3 replacement computers for 4th floor Cravens Circulation Desk, 1 staff member

in Cravens Circulation Office, 1 computer in Extended Campus office, 1 computer at Service Desk in Helm lobby, 1 computer at Service Desk in GOV/DOCS/Law area, and for 1 new faculty member in DLTS. Provided temporary computer for new DLTS faculty member until new computer was provided. Replaced monitor for computer in Helm lobby. Replaced mouse or fixed problems 3 staff were having w/ their mouse. Dealt w/lack of audio problem for DLPS staff member. Replaced large CRT monitors w/flat screen monitors in Extended campus office and relocated their network printer to make room for scanner (not yet installed) which will be used to scan and electronically send documents to patrons. Dealt with virus infection on several computers in DLPS and DLTS (some computers had been locked out of network access by IT due to the infections). Provided tech support for Kentucky Live! and Far Away Places events at Barnes & Noble. Worked with IT department for installation of AD on iMac in Library Marketing office for file sharing capabilities between the iMac and Windows computers. Working with Student Technology office to correctly configure a purchase order for new network printer in Reference area to be used in connection with the Uniprint print management system as part of the WKU print quota system. Worked with IT techs to get power supply replaced on computer in VPAL lab. Dealt with network printer problem in DLTS, GOV/DOCS, Reference, and Circulation. Worked with IT to have main circuit board replaced in Circulation network printer. Dealt with computer access problem on student assistant's computer in a DLPS faculty members' office. Worked w/database and e-book page additions. Continued working with Nelda and Deana to try and resolve problems in testing a new spine label printer. Helped new DLTS faculty in setting up AD & TopNet credentials, configuring email client, Voyager and OCLC Connexion settings. Dealt with computer problems in the Bindery, and software issues for DLTS staff member. Dealt with OCLC Connection issues in DLTS. On the Systems support side Josh continues to work on KULS updates, the Bindery Maintenance project, continued working with Paula to update staff and student assistant AD access lists for IT department.

**DLSC:** Timothy reported that there was an excellent turnout for Native American Days last Thursday and Friday - over 500 school children in attendance.

-Electricians are now hanging light fixtures for the Decorative Arts Exhibit Gallery.

-The HVAC system for G8 has been installed and is being turned on today.

-Window replacement is to begin October 5 and they are working on prepping for that. It means that the Costume Gallery and Redford Gallery will be dismantled.

-Sue Lynn McDaniel and Sandy Staebell were asked to visit Dorothy Grider and they are heading that way on Friday.

-There is a Gallery Hop at the Kentucky Building next Friday.

**DLPS:** Posters for Peace - This special exhibit, which includes samples for the "National Library of Students' Peace Posters", sponsored by Anna and Allan Weiss of Louisville with support from a grant from Interfaith Paths to Peace, opens this Friday at the ERC, Tate Page Hall 366. The exhibit will be on display until October 31, 2009. A reception is planned for Friday, September 25 at 1:00 p.m.

-Banned Books Week - An exhibit promoting Banned Books Week has been set up on Cravens 4 by Paula Bowles, Amanda Hardin and the Displays Committee. The annual campaign, from September 26 to Oct. 3, is organized by the American Library Association. It is intended to remind Americans not to take for granted their First Amendment rights of freedom of speech and of the press. Every year in the United States, hundreds of people demand that books

be removed from libraries or schools because of their content, according to library association records.

-Nineteenth Century British Pamphlets (JSTOR) - A digitized collection of more than 20,000 pamphlets comprised of seven individual collections held by universities in the United Kingdom has been acquired with support from Professor Carol Crowe-Carraco and added to the JSTOR platform.

-Oxford Reference Online - Access to this vast collection of more than 175+ electronic reference dictionaries and handbooks published by Oxford University Press became accessible this week from our e-book page.

-Owensboro Visit - Brian, Mike and Rob Harbison will meet with Gene Tice, Owensboro Campus Director in Owensboro on Thursday, September 24 to discuss plans for future library services in Owensboro.

-DLPS Series: - Nancy Baird entertained an enthusiastic crowd at Barnes & Noble on Thursday, September 10 in this year's inaugural *Kentucky Live series*. Following her presentation she signed copies of her newest book, *Josie Underwood's Civil War Diary* which includes reflections of a young woman observing the Civil War in Bowling Green.

-Debbie Kreitzer, from the Department of Geography & Geology at WKU was the first speaker in our 10<sup>th</sup> Series of talks on *Far Away Places With Strange Sounding Names* held at Barnes & Noble on Thursday, September 17. In 2008 Kreitzer accompanied a group of WKU students to the newly emergent country of Slovenia, which was the subject of her illustrated talk.

-Hand Sanitizers and Computer Key Wipes have been installed on all floors in the library and in teaching classrooms.

-Leisure Video Collection - This collection continues to be one of our most popular circulating collections. During FY 2008-2009 13,861 videos were checked out and these were renewed an additional 10,948 times.

**Adjournment:** The CLDH will not meet next Monday, September 28. There being no further business before the Council the meeting was adjourned at 11:55 am.

For the Council,

Jan Renusch