

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
OCTOBER 26, 2009**

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

**Minutes:** The October 19, 2009, minutes were approved as corrected.

**Web & Emerging Technologies:** Haiwang reported that he had met with people from HitCents to discuss the redesign of the WKU Libraries' Web site home page and its migration to a Drupal CMS system. He gave the list of items to go on the newly designed home page. The streamlined list was the result of several focus group studies, Web & Emerging Technology Working Group meetings, and review of the CLDH. The CLDH reviewed the list again and gave some more suggestions, which Haiwang will incorporate into the list and give to HitCents. Haiwang would like to hear more from the CLDH and from the Museum Advisory Council scheduled for this evening. Haiwang will keep the communication going during the redesign process.

-Haiwang reported that he had attended last Friday's TAC (Technology Advisory Committee to the VP for IT) meeting. The new VP Robert Owen said that the university would develop a campus-wide iPhone app for administrative purposes. When asked if it could include the Libraries, John Bowers asked Haiwang to wait for a week without any further action on the part of the Libraries. At the TAC meeting Haiwang also learned that IT and University Relations would work out standards for hand held device apps and Web presence. They would be available in three to six months. The university has been moving the Web server behind the firewall to have better security protection. The spammed online student job application form that Connie brought to Haiwang's attention shows that all our online forms have been infected. In the short term, Haiwang will take the online form down and ask students to use the printable form to submit it via either e-mail (as an attachment) or snail mail. The university is going to use Microsoft Exchange, which is more robust and has better support.

-In the capacity of Chair of the Electronic Resources Librarian Search Committee, Haiwang reported that the committee had met twice and reviewed all the candidates' applications. It will meet again this week to narrow a short list down to the finals for interview when approval is obtained from the university.

**Marketing:** Jennifer reported that Maureen Corrigan had a good turn out with close to 30 in attendance. Jennifer heard many wonderful comments regarding Ms. Corrigan. The only negative comment was conflicting speakers occurring on the same night which seems to be a more frequent concern with the Public Library's schedule. The Dean suggested adjusting the annual contract with Book Fest partners so there are no conflicting engagements within the partners which was well received. Invitations should be out on Monday and in the mailboxes by Tuesday for the Decorative Arts Gatsby party on November 13. Once the party invites go out, we plan to send off a membership recruitment letter and brochure to encourage new members. Contrary to the newspaper's publicity as it noted Barnes & Noble, Lynwood Montell is coming to the Kentucky Library & Museum this Thursday. An ad was also placed in the College Heights Herald, information is being promoted in Folk Studies and Anthropology classes and publicity will go out internally. Timothy has handled the reception and room accommodations. We are going to begin working

on an 8 page newsletter. Jennifer asked Department Heads to send any info they feel should be in the newsletter regarding their areas. The new TopSCHOLAR® brochure was distributed.

**Grants & Projects:** Bryan is working with Timothy on a proposal for the High Technology in Kentucky Exhibition. They plan to submit a grant proposal to the Institute of Museum & Library Services in time for the November 2 deadline. Timothy is the Principal Investigator, with Dean Blaine Ferrell and Bryan Carson listed as Co-Principal Investigators.

**Printer in Reference Area:** Connie and David Runner met with Masako Barnaby and a Student Technology Lab Systems Specialist to discuss the process of migrating to the WKU print quota system, including the new images required on the lab and e-Ref area computers. They also proposed a newer network printer for our needs, as well as the possibility of students in VPAL lab or other library areas printing via the web to other lab printers ( <http://webprint.wku.edu> ) as some faculty evidently still insist on students turning in printouts instead of accepting electronic versions for assignments. There are more problems or complex issues than just ordering the printer and connecting it to the universal print system. Connie discussed with CLDH at large to clarify public use. She will ask Academic Technology about "override" access.

**Dean's Report:** Mike is preparing for his meeting with Dr. Burch and Gene Tice regarding the Owensboro Library Tuesday morning. He is meeting with Connie after the CLDH meeting regarding response to President Ransdell on an e-mail sent by Michael Smith in the Biology Department. Mike announced that the Museum Advisory Council meets tonight at the Kentucky Building.

**Department Reports:**

**DLTS:** Connie Foster attended the budget information session on Wed. Oct. 21, led by Mike Dale and LaDonna Hunton. The explanations were very useful in many ways, not the least of which was underscoring the value of the Staffing Plan.

-The Open Access Reception was nicely attended with colleagues from the library and CHHS to support Scott Lyons and James Navalta. Thanks to all library faculty and staff who attended.

-We can now welcome Crystal Bowling as a permanent, full-time employee in Bib Access.

-By way of interesting information, EKU decided not to go with WorldCatLocal or Encore at this time. Also, Carol Diedrichs, UK's Library Dean, is going to head the Ohio State University Libraries.

-Connie contacted Deborah Wilkins about issuing a cease-and-desist letter to TOPSCHOLAR.net for trademark infringement.

**-Technology Report:**

The Library Technology Team disinfected 2 staff computers in DLTS and worked out some browser issues; installed PDF conversion software for student assistant in DLTS office to convert scanned thesis; consulted on use of AD shared drive for use by DLTS Bibliographic Access Unit for shared shelf list data files; dealt with problems with Glasgow Campus Library network printer; resolved receiving problem on ILL Ariel computer.

-(At long last) approved new laptop image created by Student Technology for Glasgow & Helm-Cravens laptops for patron check out - Student Technology is currently re-imaging the laptops, when sent back, they will be cataloged and then will be ready for check-out. One computer at Cravens 4th floor Circulation Desk was re-imaged due to AD login problems; working on problems with staff computer at ERC not starting up; solutions for problems with

several network printers are on hold due to the flu outbreak in WKU IT support staff; installed new DYMO label printer for Deana to test; installed e-mail client for new staff member in DLPS (Circulation); moved data from old computer and re-installed email client for new staff in ILL; re-imaging of one computer at Reference desk on hold until IT determines why their prepared universal image will not install on the computer; replaced keyboard temporarily for faculty member in the Dean's suite until IT either brings replacement or installs new computer from faculty replacement pool. In addition, for Systems Support, Josh submitted additional AD Updates, ran Voyager System Reports, and assisted in running Crystal Reports.

**DLSC:** Renovations to the exterior of the Kentucky Building (new roof, renovated cornices and gutters, replacement windows and new shutters) is being completed. On the inside, the elevator is being renovated with new Formica. A poster map that is color coded and has directions to each exhibit will be placed in the elevator as well as on each floor.

-The KYLM is being readied for the Kentucky Live! Lynwood Montell event; the faculty meeting with President Ransdell next Tuesday; and a full line-up of events for Homecoming weekend - 5 in three days.

-The Decorative Arts Exhibit opening November 13 is shaping up - music, food and the exhibit.

-A CoLibri System for covering books is being looked at.

**DLPS:** Kentucky Live@the Kentucky Building - Lynwood Montell will tell stories from his newest book: **Tales from Kentucky Funeral Homes** and even read a few of his classic Kentucky ghost stories in honor of Halloween on Thursday, October 29<sup>th</sup> at 7:00 p.m. A book signing and reception will follow. A review of the book by Jonathan Jeffrey appears in this Sunday's Bowling Green Daily News, and the event was announced in Saturday's paper as well.

-Owensboro Planning Group - Planning continues for the new Owensboro Campus Library. Eric and Brian are working with the furniture vendor, Happy's of Madisonville. Happy's will also arrange installation of shelving, tables and chairs. Plans call for six public access workstations, a reference desk, and shelving for newspapers and leisure magazines. Rob is preparing book and serial orders for the opening day collection.

-MARCIVE - More than 9,715 items have been cataloged using MARCIVE in 2009 bringing the overall total to 75,871 items since the project began. Sections completed include: Agriculture (SuDoc:A), Canal Zone, Congressional Directory, Congressional Pictorial Directory, Congressional Hearings (SuDoc:Y.4), Defense (SuDoc:D), Education Dept. (SuDoc:ED), Federal Works Agency (SuDoc:FW), Justice Dept, (SuDoc:J), Labor (SuDoc:L), Library of Congress (SuDoc:LC), National Archives (SuDoc:AE), National Endowment for the Humanities (SuDoc:N,NA), National Labor Relations Board (SuDoc:R), Office of the President (SuDoc:PREX), Office of the Vice-President (SuDoc:PRVP), State Dept. (SuDoc:S). Work continues on the Department of Interior.

**Adjournment:** There being no further business before the Council the meeting was adjourned at 11:55 am.

For the Council,

Jan Renusch