

## Minutes for Collections & Connections Editorial Committee Meeting

Date: 3:30 p.m., April 22, 2004

Location: Cravens 100

Present: Michael Binder, Jonathan Jeffrey, Katherine Pennavaria, Katy Roe, Glenda White, Haiwang Yuan

1. The *Collections & Connections* Editorial Committee (Hereafter CCEC) reviewed and revised the “Preliminary Style Sheet: *Collections & Connections*” (see Attachment 1) The CCEC decided that the style sheet be part of a proposed Policies & Procedures of *Collections & Connections* (hereafter *C&C*) document, which would include:
  - a. Primary purpose of the publication:
    - Keep the Western Kentucky University (WKU) community informed of the Libraries’ resources, services, events, and plans
    - Create a virtual environment for the WKU community to connect with one another
    - Allow the WKU community to see the real faces of the Libraries behind its services
    - Nurture donor relations in order to facilitate library development
  - b. Target audience:
    - The WKU community: faculty and staff members; students; and library friends and associates
  - c. Format:
    - *C&C* will be web-based, with a one-page, two-sided print publication (shortened as one pager) for two of its three issues

- The one pager will include table of contents featured on the web version, its URL, abstract of featured stories published on the web
- The CCEC decided that any article submitted for publication be attached with an abstract of a maximum of 100 words

d. Content:

- **Headliners:** Main, feature stories of people, events, at WKU Libraries (WKUL), Kentucky Library, Kentucky Museum
- **Behind the Scenes:** Human interest feature profiles of faculty and staff hobbies, talents, interests. Select one or two persons from the Libraries for each issue. CCEC decided that previous WKUL personnel profiles be linked to the related section of each new issue
- **Out & About:** Professional activities of WKU L faculty and staff; calendar of events, words from the WKUL Development Director
- **Worthy of Note:** Recent, important library and museum acquisitions, new services launched, and news of library development

e. Article submission:

- Articles will be assigned to potential authors by CCEC

f. Frequency of the publication:

- Three issues a year: the Spring (by 2<sup>nd</sup> week of classes), Summer (by end of May Term) and Fall (by 2<sup>nd</sup> week of classes) with possibility of a special issue

- Deadline for article submission for the Fall issue (Issue #1) of *C&C* is July 15<sup>th</sup>; for the Spring issue (Issue #2), December 1 of the previous year; and for the Summer issue (Issue #3), first week of April (see Attachment 2)
- The Spring and Fall issues will each have a one-page, two-sided print publication

g. Division of labor:

- Jonathan Jeffrey will be the Column Editor of *C&C*'s "Worthy of Note" column
- Katherine Pennavaria will be the Column Editor of *C&C*'s "Out & About" column
- Haiwang Yuan will be the Web Developer with the assistance of Glenda White
- Jonathan, Kath, Katy Roe, Sue Lynn Stone will be primary proofreaders
- Earlene Chelf will be in charge of WKUL calendar and events
- Jayne Pelaski will be in charge of WKUL community outreach projects and events

h. Role of Web Site Team (WST):

- To help with the design of the *C&C* web version and its quality control
- WST will not participate in CCEC's decision-making process

i. Other:

- Jayne suggested that a print issue be published at the end of each year to feature major events taking place therein

- Earlene suggested that *C&C* be more focused on building donor relations. Haiwang concurred and suggested that a donor be added to the stories of Behind the Scenes in the coming 2004 August issue
- The above two issues will be submitted to the next CCEC meeting in June

## 2. Next issue of *C&C*

- Time (see attachment)
- Content
  1. Behind the Scenes
    - Jayne Pelaski
    - DLTS people
  2. Others depending on the unfolding events and will be brought up at the June meeting

## 3. Dates of meetings:

- The next meeting will be on June 9<sup>th</sup>, 2004
- Subsequent meetings will be on the second Wednesday of each month except May and December
- Time and location of each meeting is 3:30 pm in Cravens 100