Council of Library Department Heads

Minutes

November 11, 2002

Present: Dean Binder, Nancy Baird, Earlene Chelf, Brian Coutts, Connie Foster, and Haiwang Yuan.

Haiwang Yuan showed the changes made to the new library homepage since the last meeting. Additional suggestions were made. Dean Binder then accepted the council's recommendation to put up the new design as soon as possible. He will announce this redesign soon.

Minutes: The November 4, 2002, minutes were approved as corrected.

Dean's Report

Dean Binder distributed "Revised Procedures for Ordering Electronic Equipment and Other Computer Hardware/Software," which he approved for distribution. (See attachment) This procedure represents changes in the way departments will handle equipment/software requests, so everyone is encouraged to understand it.

Dean Binder announced that the first weekly entertainment at Java City will be Patti Meacham, who plays the harp. She will perform at 12:30 p.m. On November 26, William "Banjo Bill" Green, member of the faculty, actor, and folk singer will perform at noon.

Department of Library Special Collections

Nancy Baird reported that Jonathan Jeffrey had a successful book signing on Sunday, November 10, for his Bowling Green in Vintage Post Cards. Lights are going up around the Felts House and will bring improved safety and visibility to that area. The "Forever Free" ALA exhibit grant application was completed and will be sent in by November 15. Should we receive the exhibit Nancy is exploring other Lincoln features such as a former Kentucky Humanities Council speaker who performed "One Man's Lincoln." Grant awards will most likely be announced at ALA midwinter, the American Library Association's conference.

Department of Library Public Services

Brian Coutts announced that the 2002 Kentucky Live! Series ended and the total attendance was about 400. He thanked Haiwang, Peggy Wright, and Heather Slack-Ratiu for a successful series. The 2003 program is ready for its publicity campaign.

Peggy Wright completed the first draft of the library audio tour and has engaged a narrator and producer. This self-guided audio tour is similar to those one takes in an art gallery or museum exhibit. Some surplus equipment has been disbursed from the sub basement.
Connie Mills and Brian are discussing ancestry.com, an electronic resource for genealogy based on number of users. This request will be sent to the Electronic Information Resources Committee for deliberation. One user access is $1400; two users, $2500. Possibly funding scenarios were considered.

Brian Coutts inquired about procedures for placing ads and receiving applications for library faculty positions. Faculty searches are handled by each department, in consultation with the dean, and documentation sent to the committee chair.

Department of Library Automation & Technical Services

Rose Davis and Shiu Mak visited the Robert Penn Warren Collection at the Kentucky Library to determine better what has been accomplished in terms of access and discuss ways to organize and enhance access. The first step involves a project to eliminate duplicate bibliographic records created with the system migration to Voyager from Notis.

Nelda Sims, Rose Davis, and Connie Foster met with Roxanne Spencer and Ellen Micheletti November 8 at the Ed Center to visit the former Kit Room which will become the area for business and vocational textbooks. Because of that change the audio and video materials will need a different location designation on TOPCAT and other considerations for classifying and processing in keeping with the standard library practices. The on-site visit was very useful.

Connie Foster will distribute the one-page University Libraries & Museum Application for Travel and Training to all DLTS personnel for immediate use. Old forms should be discarded. Each person can make copies and complete for travel requests starting immediately. This one-page form is not online so legibility is essential.

With plans for the UL Holiday Party underway, Dean Binder will send out an announcement about the faculty and staff library awards nomination process soon.

Marketing & Special Events

Earlene Chelf announced that Wayne Pope is staging an English adaptation of the second act of Johann Strauss' "Die Fledermaus" in the Kentucky Building on November 16 at 7:30 p.m. and November 17 at 3:00 p.m. On November 16, also, is the "Books and Baskets" promotion for the Hilltopper basketball game and National Literacy Month.

Web & Virtual Library

Haiwang attended the first meeting of the SAALCK Task Force on Virtual Reference for Bryan Carson on November 8 in Lexington. The task force is examining consortium, software, and service issues about virtual library reference services. Only the University of Louisville is actually offering this service. The task force will meet there on November 22. The name for the projected consortia service is KALL (Kentucky Academic Library Live).

There will not be a council meeting on November 18. The meeting adjourned at 11:25 a.m.
For the Council,

Connie Foster