COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
MARCH 21, 2011

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

Minutes: The February 21st and 28th minutes were approved as submitted.

Web & Emerging Technologies: Out of 60 research guides, 37 have been migrated to LibGuides by the end of last week. DLPS faculty have been working with Haiwang and Prashanth to get the rest of the guides migrated as soon as possible.
-Access Kentucky has created a DVD to back up the files of the SOKY Book Fest not transitioned to hitcents.
-Haiwang will follow up with hitcents to see the e-commerce and KY Museum web site projects progress.
-The Web Work Group has been scheduled to attend the University IT’s CMS (Content Management System) training on March 30. Haiwang and Prashanth have been working to prepare the Libraries’ home page and department pages for set up for the CMS.

Community Outreach: Tracy mentioned that Book Fest activities are behind one week due to the last minute closing of Cravens for the one week period over Spring Break. Her staff worked outside of the building during that time but some things were impossible to access such as databases and mail. Her staff is working on the program/tabloid for the event which is due Friday to the printer. Student Assistant Kelly Lafferty is inputting all of the information and edits from Tracy. A few facilitators are still needed for panels at Book Fest if anyone from WKU Libraries is interested. Volunteers from staff for Book Fest will also be solicited this week. They are planning for a very large crowd for authors Nicholas Sparks and Judith Viorst and are working daily with Carroll Knicely about ways to accommodate the larger than expected crowds. Passes will now be handed out for the Nicholas Sparks event to prevent crowding problems and allow people to walk around prior to his talk at 11am. Tracy asked Jennifer if she could schedule the photographers for the events.

Marketing: Jennifer discussed the promotional efforts for Book Fest: SOKY Happenings, Daily News, and tabloid. A discussion was made to promote The Kentucky Writer’s Conference on Public Radio which also announces the SOKYBookFest.org website. She mentioned that advertising on the public radio station is more of a soft sell and they are much more particular now about wording on the messages. We cannot announce our sponsors or use “call to action” words. Tracy gave an example from the Macy’s Used Book Sale which was re-worded as “Macy’s Used Book Event” that didn’t use the word “Sale” in it. In acknowledgement of our previous advertising with Kentucky Monthly, they are offering us free promo for the Kentucky Museum on their new app. Jennifer is working with Timothy to carefully word communication to both internal and external sources regarding the KY Museum closings due to HVAC renovations. There was a lot of discussion including shifting the library reference area to another part of the building and other possibilities to assist patrons during the renovation process. Jennifer asked for any names of faculty or staff to recognize in the next newsletter. The latest College Faculty Awards were suggested along with Charlie and Sean and their research grants. Brian Coutts mentioned he would like to see more representation from the College
Heights Herald at lecture series events. Jennifer said she can talk to internal staff to find out the best contacts for future presentations. She also mentioned they have limited staff and an entire campus to write on; Jennifer said if we held our lecture series at the Kentucky Museum or somewhere on campus, they may be more inclined to attend the event.

**Grants & Projects:** Bryan announced that he had filed a PIE grant application for online literary criticism materials from Gale. He stated that the Research & Creative Activities Program (RCAP) committee was working on recommendations for improving the application process in the future. This internal grant replaced the faculty scholarship program. Bryan is also the library’s point person for the Junior Faculty Scholarship.

**Dean’s Report:** Mike distributed copies of an introduction to an OCLC Research Library Partnership and asked that the Department Heads review it and that it will be on the agenda for the next CLDH meeting. Mike also gave an update on the 2011-12 budget reductions.

**CLC Cataloging & Processing:** Mike opened the discussion regarding the process for cataloging the 3,000 books the libraries will be receiving for the Chinese Learning Center. Communication between the departments will be of utmost importance. Mike appointed Haiwang as the library liaison for the Chinese Learning Center.

**Library support for the Physical Therapy Doctorate:** There was discussion concerning the status of the program and if it is approved “what happens then” regarding resources for research and the importance of being proactive in that area.

**Department Reports:**

**DLPS:** Kentucky Literacy Week Celebrations - WKU Libraries and the College of Education and Behavioral Sciences School of Teacher Education held a “read-in@the ERC” program on Tuesday, March 1, 2011 from 4:00 to 5:00 p.m. in the new Gary Ransdell Hall. Everyone was invited to bring their favorite book, appropriate for all ages, and read a short passage from it to honor literacy week in Kentucky which ran from February 28 to March 4. Julie Ransdell, Provost Gordon Emslie, VP for Research Gordon Baylis, and Dean Michael Binder were among a large group of readers. A reception followed as did discussion about making this an annual event.

- Kentucky Live! @ Barnes & Noble, March 3, 2011 - Historian Matthew Schoenbachler from the University of North Alabama described an early nineteenth century tale of murder, deceit and devotion, the subject of his book *murder & madness: the myth of the Kentucky tragedy*. The victim, Solomon Sharp, a Logan County lawyer, was a former Congressman and state Attorney General. The date was November 6, 1825. The place was just outside Frankfort, Kentucky. Nancy Baird reviewed the book for the Bowling Green Daily News on Sunday, February 27.

- Far Away Places: Climbing Mount Everest, March 17, 2011 - WKU geographer and alpinist John All wowed a large and enthusiastic audience at Barnes & Noble with his rather harrowing ascent of the northeast slope of the world’s highest mountain in May of 2010. All was a Fulbright scholar working in Nepal on topics of climate change in the Himalayas.

- Kentucky Live @ Barnes & Noble, April 7, 2011 - Award winning Southern writer Janna McMahan will talk about “The Modern South: So Much to Consider.” McMahan was a featured presenter at last year’s Kentucky Writers Conference. Kath Pennavaria is reviewing her first two novels for the Daily News.
- Spring Break Building Upgrades - The Cravens Library was closed from Monday to Saturday, March 7-11 while the building was being rewired to the new electrical grid. Work was completed late Friday night and the building reopened on Saturday. Window replacements in the Helm Building are ongoing and were somewhat delayed by the inclement weather over spring break.

- Elizabethtown Campus Library - Planning has begun for our newest branch library scheduled to open in August of 2011. Kath Pennavaria is chairing the search committee for a new part-time librarian while Brian, Eric and Doug will make a site visit on March 29 to review the proposed facility.

- DLPS Faculty Meetings - DLPS held its March faculty meeting in the new ERC Conference room in Gary Ransdell Hall on March 16. A tour of the facility followed. The April meeting will be held on the Glasgow Campus on April 13, 2011 with a reception to follow in the Library as part of National Library Week celebrations.

- UL Research/Creativity Award 2011 - Congratulations to Rosemary Meszaros who is this year’s winner.

**DLSC:** The duct work in the new part of the building only will be cleaned floor by floor starting May 23rd and going through July 4. The Research Library will be advertised as being closed from Memorial Day – July 4. 

- Installation of the new HVAC in the old part of the building starts July 5th and goes through October. The 1st floor gift shop and education areas will be affected the most. Eight new units will be installed that will handle the 2nd floor manuscripts area and the 1st floor KY Room, Jackson, gift shop, ED, Natcher areas.

- 5 pieces of Snell artwork are in a new exhibit in Owensboro, “The Divine in Art”.

- Sales from the US Bank Art Show are just under $9,000 at this point.

**DLTS:** Newly elected senator is Amanda Drost; alternate is Tammera Race.

- The undergraduate student library awards will be given April 26, with selections being reviewed the week of April 4-8. More details later for this exciting first-time initiative!

- Paula Owens reports that student paper timesheets will no longer be accepted or needed as of April 22 when the Web Time Entry system will be the only validation AND pay checks will be directly deposited to the students’ accounts. Part-time staff are not affected yet.

- Amanda Drost had an article on gardening web sites published in the column “Wandering the Web,” in the April issue of Against the Grain.

- In her position on the KLA Communications Committee, Tammera will be putting library news on the KLA blog, which probably will replace In-Focus. She is talking with Jennifer Wilson about how to coordinate such information.

- Deana Groves reports that the leisure DVD cases are being recycled through the campus program since we re-package them for circulation and do not need the original packaging.

- Doug Wiles is bringing down books to be withdrawn and shelving in DLTS. With new books and these old books, CDs, DVDs, and LPs—we are at capacity for old, new, and any format in Bibliographic Access!

- Nelda Sims reports that 644,850 OCLC number matches were resolved through the MarcEdit program. She deleted the 4501 bib/mfhd records that had ‘Early American Imprints Information Card’ in the 245 field. These information cards are no longer necessary since we have loaded the individual records for the Evans collection. A Voyager upgrade is planned for August 1-5 to implement version 8.0.

- Connie Foster had an initial conversation with the Primo implementation contacts. With approval from the Dean, a Project Team will consist of Nelda Sims, Deana Groves, Bryan Carson, Amy Slowik, Rosemary Meszaros, Haiwang Yuan.
and Allison Andrews. Another conference call March 17 informed the team and administrators of the general steps involved in bringing up Primo Total Care systems. The Project Team meets March 22.

- Following a visit from the Music Education Accreditation Committee, Roxanne Spencer, Mitzi Grooms, and Kath Pennavaria agreed to a separate acquisitions process for curricular materials housed in the ERC, with funds being reallocated from existing money and order slips clearly marked for ERC or MAIN, not ERC main. Music education faculty will select items and prepare an initial wish list.

- Jack Montgomery reports that he has shifted orders for French books to a German firm (Michael Galda). Galda has greatly expedited orders for these foreign titles. He also will have an article published in the ALA Editions book *Bringing the Arts into the Library: “Java City: Developing a Successful Cultural Center”*

- Kay Gandy, School of Teacher Education, is presenting in Valencia, Spain at a technology conference and requested that her PowerPoint and paper be uploaded to TopSCHOLAR® prior to her trip so that the URL could be referenced at this international conference with people from Romania, South Africa, etc. What a great idea!

- Connie Foster has been invited to participate in "Library Publishing Services: Strategies for Success" workshop at Georgia Tech in May on an invitation-only basis for 40 participants. This workshop is the result of an IMLS Collaborative Planning Grant and sponsored by the Society for Scholarly Publishing and SPARC. Participants will react to survey questions and here featured speakers and panelists. She will also participate in a pre-conference session, facilitated by Anne Abate, on IRs in Kentucky. So far, Mary Beth Thomson (UK) and Linda Sizemore (EKU) are the other panelists for this May 23rd session.

- Technology Highlights:
  - DLPS: installed software on two replacement computers from the Faculty Pool for Nada and Peggy; provided tech support for KY Live!, and Far Away Places @ Barnes & Noble; provided tech support for two webinars; reported loss of DVD player (rack-mountable unit - not a computer DVD player) from Helm sub-basement during Spring Break - W/ no power for the CCTV camera server in Cravens and doors left open for various work crews not normally left open - no video was found of the incident; replaced both computers at the Helm Reference Desk (also installed Deep Freeze to help eliminate virus infection and unwanted software installations); replaced 1 computer at Cravens 4th floor Circ Desk; replaced Java City Info Desk PC w/ more powerful one to handle check-outs during Cravens power outage over Spring Break; installed Voyager Reported module on 1 computer in ILL office for use by Circulation staff during power outage in Cravens over Spring Break; replaced 2 computers in Periodicals Office; Replaced computer in Document Delivery Office; replaced staff computer in Extended Campus Office; made two site visits to Glasgow campus to set up replacement networked laser printer and install printer connection on 9 computers; worked w/WKU IT Student Technology tech to update the operating system on the 2 iMacs in the VPAL listening rooms, reinstall all software, the scanners, and in the process update the Finale software to the current (and same) version used on the computers in the Music Department computer lab; disinfected virus infection on staff computer in Circulation unit; met w/Roxanne Spencer and SGA representative to discuss possible gift and usage of two iPads for Room Use in the ERC.
  - Finally resolved emailing issues to new student email @topper.wku.edu domain from KIC Scanner in VPAL; trouble shot issue w/change in student email domain causing access problems to online resources in the MediaMark database.
  - DLTS: Began integrating new part-time staff member, Daniel Pawley, into the Tech Unit; worked on network printer issues in Serials unit; worked on PDF
printing problems; trouble shot problems accessing the Voyager modules and printing when the campus network print servers went down; provided tech support for vendor demo (Elsevier); investigated problems Mak is having w/ Web version of OCLC Connexion.

Systems: Josh worked on DLTS Dept. Reports for current Fiscal Year; Kentucky Union List updates; Crystal Reports; and AD Updates, and Voyager Reports.

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

For the Council,

Jan Renusch