

Department Annual Report for

Technical Services

July 01, 2011 to June 30, 2012

Submitted by Ellen Bosman

Major Accomplishments:

Organizational

- Acquisitions
 - Completed over 1,700 purchase orders for cancelled serials
 - Changed fund codes for over 3,000 purchase orders to match the new fund structure
 - Reviewed and corrected over 500 problem purchase orders
 - Implemented new ledger structure
 - Transitioned theses & dissertation intake process to Access Services
 - Processed 132 rush requests
- Cataloging
 - Changed 5,874 locations for new materials temporarily stored in Branson but eventually relocated to permanent locations in Branson and Zuhl upon completion of the Big Shift
 - Manually created 207 new holdings records and re-linked 4,086 item records
 - A total of 1,367 new holdings records were created and 26,957 item records were manually re-linked as part of the Branson East Storage project
 - Location changes for 56,000 records HA-HJ moved from Branson to Zuhl
 - Withdrew large runs of Government Documents
 - Continued withdrawals as part of multi-copy weeding project
 - Began retrospective cataloging of Ag Extension materials to support digitization effort
- Metadata
 - Modified goals to devote 25% of work time to working with the Associate Dean on digital project management
 - Completed authority work on Rio Grande Historical Collection Information File (RGHC IF) digital project
 - Began building the Ag Extension and Experimental Station Publications digital collection, including capturing documents from the ACES Publication website, participating in the coordination of scanning of physical documents, converting existing MARC records to Dublin Core metadata records, and submitting items to the collection. There are currently 384 items in the collection.
 - Began building the University Course Catalogs Collection
 - Began working with the New Mexico Space Grant Consortium to plan for, configure, and began building the FAA Center of Excellence for Commercial Space Transportation Body of Knowledge (CoE-CAA BoK).
- Other
 - Department relocated to 2nd floor, with the exception of two positions which remain on 1st floor
 - Workflow adjusted to accommodate moving materials between two floors
 - Designed and began implementation of the online supply store
 - Consolidated Mailroom and Supply areas; cleared obsolete and unused supplies from stock
 - Conducted inventory of materials at Apache Point Observatory and modified online catalog as needed

Personnel

- Armando Gomez hired as grade 5 Library Specialist in bindery
- Tiffany Schirmer hired as grade 4 Library Technician in labeling/quality control
- Lindsey Stafford hired in July 2011; resigned position May 2012; grade 6 Library Specialist, Senior
- Mike Mitchell retired. Position transferred to administration

2011-2012 Strategic Goals/Targets

- Relocate most of the department to second floor--*Completed*
- Alter workflow to accommodate moving materials between two floors--*Completed*
- Transition theses and dissertation intake to Access Services--*Completed*
- Work on government document retrospective conversion--*In progress*
- Develop plan for automating Departmental supplies--*In progress*
- Enter location changes in Voyager for former Math Reading Room materials and relocated materials--*Completed*
- Train all new personnel--*Completed*

2012-2013 Strategic Goals/Targets

- Transition supplies and mailroom functions to Administration--*In progress*
- Work on government document retrospective conversion--*In progress*
- Improve e-book workflow; fix proxy problem; determine formatting for catalog records in multi-campus environment
- Prepare for and implement RDA; develop plan regarding authority records
- Prepare plan to assume cataloging responsibilities for the community colleges--*In progress*
- Evaluate Patron Driven Acquisitions (PDA) methodologies

Trends/Issues

- OCLC expanding the character length of the control number
- RDA implementation at the national level set for January 2013

Significant Faculty/Staff Accomplishments:

Presentations

- Bosman
 - "Church Libraries in the Digital Age" – Tucson Chapter, National Church Library Association
 - "Challenges in Researching GLBT Topics." – NMSU's Research, Pedagogy, and Other Institutional Practices: An Interdisciplinary Conference on Diversity in Higher Education
 - "The Future of Church Libraries." – Northern Colorado Faith Library Network
 - "Cataloging Resources on the Internet." - Northern Colorado Faith Library Network
- Sandstrom
 - "What Are YOU Doing Here?" - NMSU's Research, Pedagogy, and Other Institutional Practices: An Interdisciplinary Conference on Diversity in Higher Education.
 - "ALA-APA What is it and what it can do for you?" – Border Regional Library Association Fall Workshops.
- Schneider
 - "Going Metadata on a Budget: Providing Training Opportunities in non-MARC Metadata" - Transborder Library Forum/*Foro Transfronterizo de Bibliotecas*

Scholarship and Creative Activity

- Bosman
 - Assumed responsibility for and edited the online version of the Medicine/Health section in *Resources for College Libraries (RCL)*.
 - Revised the online version of the Gay/Lesbian section in *Resources for College Libraries (RCL)*.
 - (December 2011.) [Review of the book *The New York Times on Gay and Lesbian Issues* by Susan Burgess]. CHOICE, 49-1818, 2011-12923.
 - Awarded \$2,000 by SBCI to create an online literary map of New Mexico
 - Awarded \$1,000 grant from the New Mexico Library Foundation for the online literary map of New Mexico project
- Sandstrom
 - Received a book contract from ALA Publishing for *Fundamentals of Technical Services: A Fundamental Approach*
 - Applied for ALA diversity grant to study the role of allies in diversity organizations (not funded)
 - Sandstrom J.C. (2011, November 1) [Review of the book *Saladin*, by A.-M. Eddé]. *Library Journal*, 136, 18. 02/28/2012
http://www.libraryjournal.com/lj/reviews/book/892265-421/social_sciences_reviews_november_1.html.csp
 - Sandstrom, J.C. (2011, December) [Review of the book *Knight: the Warrior and the World of Chivalry*, by R. Jones]. *Library Journal*, 136, 20. 02/28/2012
http://go.galegroup.com/ps/i.do?id=GALE%7CA274874388&v=2.1&u=nm_a_nmlascr&it=r&p=AONE&sw=w
 - Received ALA travel grant to attend the Guadalajara Book Fair
- Schneider
 - Paper: *Metadata training in New Mexico: A case study* published in the Conference Proceedings for the Transborder Library Forum (FORO)
 - Received a book contract from Chandos Publishing for *The Metadata Manual: A practical workbook*
 - Article: *Making lemonade: The potential of increased peer metadata training among cultural heritage professionals* accepted for publication in *The Journal of Collaborative Librarianship*

Other (e.g. awards, etc.)

- Bosman served on/as: ALA-GLBTRT Stonewall Book Award Committee; faculty representative to NMSU Employee Council; Faculty advisor to NMSU Stonewall QSA; department head representative to library faculty mentoring committee; Promotion & Tenure Committee; Library representative to the Teaching Academy Advisory Board; Chair, Advancing Leaders Executive Committee; Chair, Diversity Task Force; Banned Book Week; staffed "Where's My Class" table
- Gomez served on/as: Diversity Task Force
- Lockwood served on the Associate Dean search committee
- G. Martinez served on/as: "Where's my Class" table
- M. Martinez served on/as: "Where's my Class" table
- Morales worked with staff in other units to plan a retirement party for three employees
- Miller served on/as: Faculty Senator; OLAC 2012 Conference Planning Committee & Conference Treasurer; government documents librarian search committee; became OLAC Vice President/President-Elect (by acclamation); served on OPAC Redesign Task Force; NMSU Bookstore Advisory Committee; Library Budget Committee (ex officio)
- Peale served on/as: "Where's my Class" table
- Sandstrom served on/as: "Where's my Class" table; REFORMA; BRLA, Banned Books Week; Library Strategic Planning Retreat Task Force; search committee for Associate Dean and Business librarian; received Faculty Bonus Award
- Schirmer served on/as: SAC
- Schneider served on/as: New Mexico Library Association Local Arrangements Committee Chair for the 2012 Annual Conference; Banned Books Week Committee Chair; Archives & Special Collections Department Head Search Committee; ACRL Membership Retention Committee; Faculty representative for Library Faculty Mentoring Committee; Library Representative at the Fiery Foods Show in Albuquerque; Proof reader for library newsletter
- Stafford served on/as: SAC
- Vincenti served on/as: Editorial Board for the Library Newsletter
- Bosman and Sandstrom conduct searches for staff positions in Acquisitions