Department Annual Report for   **Technical Services**
                                       July 01, 2012   to June 30, 2013
                                       Submitted by   Ellen Bosman

Major Accomplishments:

Organizational

- Acquisitions
  - Successful completion of mail/supply room functions to Administration
  - Successful expenditure of FY13 materials budget
  - Successful transition to discipline based budget allocation
  - Added new fund codes to ERM and periodical renewal systems
  - Began examining and evaluating PDA/DDA systems
  - Positioned department for adjustments expected in FY14 and FY15
- Cataloging
  - Gov Docs CD-ROM withdrawal project: withdrew 2,295 CD-ROMs or 81 linear feet.
  - Completed Voyager and WorldCat changes for government documents: 345 item records, 163 holdings records, and 163 bibliographic records
  - Finished retrospective cataloging of Ag documents
  - Removed 300 bibliographic records due to the cancelation of the Credo subscription
  - Loaded and cleaned up 30,000 bibliographic records for Grants' Springer ebook collection
  - Manually adjusted bibliographic and holdings records for 437 JSTOR title withdrawals
  - Conducted multiple trainings on RDA for staff and community college personnel
  - Implemented RDA
- Metadata
  - Schneider had a summer 2012 contract to work on space grant
  - Added 70 items for space grant
  - Attended the Center of Excellence for Commercial Space Transportation 2nd Annual Technical Meeting to answer metadata or database construction specific questions during the presentation on the Body of Knowledge.
  - Schneider had summer 2013 contract to work on the agricultural digitization report
  - Added 1,478 items for the agricultural digitization report
- Other
  - Met with counterparts at UTEP to explore possible collaborations and share information regarding RDA implementation

Personnel

- Suzanne Bramlett, Library Assistant grade 4, retired
- Cassie McClure hired as grade 6 Library Specialist, Senior

2012-2013 Strategic Goals/Targets

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

2013-2014 Strategic Goals/Targets

- Investigate and, if feasible, implement a solution to bring authority file into RDA compliance
- Work on government document retrospective conversion
- Resolve responsibility for ebook platform management
- Improve e-book workflow
- Fix proxy problem in relation to Netlibrary/Ebsco ebooks
- Evaluate Patron Driven Acquisitions (PDA)

Trends/Issues

- RDA's affect on authority files
- OCLC number expanding
- Voyager needs upgrading to accommodate expanded OCLC number and RDA

Significant Faculty/Staff Accomplishments:

Presentations
- Miller
  - Conducted multiple trainings on RDA for staff and community college personnel
  - Presented 3 hour workshop "We Can Do It! Copy Cataloging with RDA" at NMLA Annual Conference
- Sandstrom
  - Diverse Library Collections – Texas Library Association Webinar
  - Building Diverse Library Collections – New Mexico Library Association
- Schneider
  - "When a picture needs a1000 metadata words: Metadata for the humanities and social sciences"- CyberInfrastructure Day
  - "Scholarly communications, institutional repositories, and open access. Oh, my!" NMSU Open Access week

Scholarship and Creative Activity
- Bosman
  - Bosman, E. (2012). *Resources for Congregational Librarians and Libraries.* Portland, OR: Church and Synagogue Library Association.
  - Revised and edited the online version of the Medicine/Health section in *Resources for College Libraries (RCL*.)
  - Revised and edited the online version of the Gay/Lesbian section in *Resources for College Libraries (RCL*.)
  - Awarded $1,250 grant from the Dean's Faculty Research Award for the online literary map of New Mexico project
- Miller
  - Wrote 3 chapters for "Introduction to Technical Services" and submitted book manuscript to ALA Publishing
- Sandstrom
  - Sandstrom, J. (2013). *Beyond Knitting and Crochet,* Library Journal, vol. 138, no. 2, p. 37.
  - Wrote 6 chapters for "Introduction to Technical Services" and submitted book manuscript to ALA Publishing
- Schneider
  - *Making lemonade: The potential of increased peer metadata training among cultural heritage professionals* published in The Journal of Collaborative Librarianship
  - *The Metadata Manual: A practical workbook*. ISBN 1843347296. Published by Woodhouse/Chandos

Other (e.g. awards, etc.)
- Bosman served on/as: ALA-GLBTRT Stonewall Book Award; Faculty Grievance Review Board, Chair (re-elected).department head representative to library faculty mentoring committee; Promotion & Tenure Committee (re-elected); Library representative to the Teaching Academy Advisory Board; Chair, Advancing Leaders Executive Committee; Chair.
- Gomez served on/as: Diversity Task Force
- Lockwood served on: Budget Committee
  Miller served on/as: Faculty Senator; OLAC 2012 Conference Planning Committee & Conference Treasurer; became OLAC Vice President/President-Elect (by acclamation); served on Library Budget Committee (ex officio), Collection Management Workgroup, the Organizational Structure Task Force, and the Task Force on a Future NMSU Library System(s).
- Sandstrom served on/as: Where's my Class" table; ALA Council; NMLA (Co-chair Site Selection); BRLA (VP-Pres. Elect), Library Strategic Planning Retreat Task Force; Head, Special Collections search committee; Organizational Structure Task Force ; received Faculty Bonus Award
- Schirmer served on/as: SAC
- Schneider served on/as: Member of the Strategic Planning Task Force, the RGHC Archivist and the Digital Projects Librarian search committees; "Where's My Class" table; coordinated the Library's participation in Technology Day
- Vincenti served on/as: Editorial Board for the Library Newsletter
- Bosman and Miller conduct searches for staff position