Department Annual Report for Access Services
July 01, 2001 to June 30, 2002
Submitted by Norice Lee, Department Head

Instructions:
- Deadline for submission is July 1, 2003
- Submit no more than 2 pages.
- Use bullets.

Major Accomplishments:

- **Organizational**
  - Reorganized Circulation unit.
  - Initiated scanning via Palm Pilot to track in-house use of library materials.
  - Completed 1st and 2nd Annual Stack Capacity Analysis.
  - Added shelving extensions on each floor at Zuhl to accommodate collection growth.
  - Completed shifting of the Business collection from 3rd to 2nd floors.
  - Joined Trans-AMIGOS Express to facilitate the delivery of materials borrowed/loaned within a large regional area. Improved local library cooperation by becoming “hub” for NMSU-Doña Ana Branch Library and Thomas Branigan Memorial Library.
  - Provided new web-based interface, through CLIO Web, for more efficient ILL request submissions and for improved collection of ILL/DDS statistical information.
  - Empowered students to view and/or renew library materials online.
  - Expanded access to electronic reserves by generating MacIntosh .pps files and making them available via .html.

- **Personnel**
  - Holly Reynolds, Circulation Coordinator, transferred to Systems Office.
  - Irene Tellez upgraded to Library Specialist III.
  - Cindy Watkins accepted a reference librarian position in Branson Library.
  - Sandra Padilla requested and received (on behalf of classified staff) shift differential pay from zero to forty cents per hour.
• **Programs**
  - Supported Distance Education; Created website of library services for students at a distance; Established toll-free number for library assistance.
  - Continued implementation of *ILL Best Practices* post-grant period.

• **Presentations**
  - Karen Stabler: Presented findings from AMIGOS Fellowship Grant project on *ILL Best Practices* at Annual AMIGOS Conference.
  - Cindy Watkins: Presented Poster Session on *Commercial Document Delivery Services* at ALA.

• **Other (e.g. awards, etc.)**
  - Access Services Staff: Participated in numerous University- and Library-sponsored workshops, presentations, committees, and other events/activities (Access Services Classified Staff).
  - Cindy Watkins: Participated on the *NMSU Library Distance Education Task Force*. 