Department Annual Report for Reference and Research Services
July 01, 2002 to June 30, 2003
Submitted by Susan E. Beck

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

Major Accomplishments:
• Organizational
  ➔ Merged all personnel, operations and services of the Science, Business, Agriculture, Engineering and Documents Department and the Humanities and Social Sciences Services Department into the newly created Reference and Research Services Department.
  ➔ Created three work groups (Reference, Instruction and Collection Development) to address issues pertinent to those three areas.
• Personnel
  ➔ Monica Kirby, Social Sciences/Outreach Librarian, resigned August 2002.
  ➔ Matt Grubaugh hired as part-time temporary Reference Librarian, August 2002 - June 2003
  ➔ Mary Bishop hired as part-time temporary Reference Librarian, October 2002 - June 2003
  ➔ Lenny Silverman, Library Specialist I, transferred to Archives and Special Collections Department, February 2003.
  ➔ Angela Murrell joined the department as the Reference and Research Services Librarian (Sciences), February 2003.
  ➔ Mardi Mahaffy joined the department as the Reference and Research Services Librarian (Humanities), February 2003.
  ➔ Susan Metcalfe accepted the position of Reference and Research Services Librarian (Social Sciences) March 2003.
  ➔ Irene Show achieved position upgrade from Library Specialist I (10) to Library Specialist II (12), March 2003.
  ➔ Laura Thode, Humanities Reference Librarian, resigned April 2003.
  ➔ Cindy Pierard accepted the position of Department Head, Reference and Research Services Department, April 2003.
• Programs
  ➔ Instruction program initiates 5 year plan: Surveyed library instructors to determine training needs. Initiated pedagogical training program for library instructors. Developed worksheets for structured hands-on activities in English 111.
• Strategic Goals/Targets
  ➔ Fill vacant faculty positions.
  ➔ Provide basic orientation of entry-level Reference and Research Services faculty.
  ➔ Clarify who is eligible for Distance Education Library services.

Trends/Issues:
• Challenge of supporting and delivering distance education library and research services.
• Hiring and retaining quality personnel.
• Striving for unity within a newly merged department.
• Initiating a virtual reference service.
• Balancing increasing demand for instruction with other departmental activities.
• Disparity in volume in user patterns between the two buildings.
Faculty/Staff Accomplishments:

- **Presentations**


- **Grants Awarded**
  Mayhood, Gary, Debbie McCarthy and *Molly Molloy. *Expanding Southwestern Cultural Resources.* Southwest and Border Cultures Institute mini-grant, $2,520.00.

  *McKimmie, Tim. *Vegetable and Fruit Production in New Mexico: Past, Present and Future.* Southwest and Border Cultures Institute mini-grant, $1,680.00.

  *Molloy, Molly. *Keeping Pace With the Borderland: Works by Hispanic Writers in the United States.* Southwest and Border Cultures Institute mini-grant, $2,520.00.

- **Publications**

  **Book chapters**


  **Journal Articles**


