Department Annual Report for
July 01, 2003 to June 30, 2004
Submitted by Ellen Bosman

Technical Services

Instructions:
- Deadline for submission is June 30, 2004.
- Submit no more than 2 pages.
- Use bullets.

Major Accomplishments:
- Organizational
  Completed retrospective conversion in Zuhl & removed card catalogs
  Conducted statistics audit; automated all dept. statistics; implemented Voyager’s withdrawn feature
  Completed merger of multi-format serials to one record
  NetLibrary (e-book) records loaded for branch campuses (44,713 item records)
  Completed cleanup of multiple holdings records for multiple volume monographic sets
  Completed several major projects: Spanish language serials gifts (40 titles); Women’s Studies Celebration Collection (447 items); item records for items lost in migration (1,400 items); Electrical Engineering theses (Archives, 164 titles)
- Personnel
  Positions filled: Department Head, Library Specialist I (Bindery), Library Tech II (Gen. Cataloging)
  Two staff relocated to Gov Docs
- Strategic Goals/Targets
  Implemented changes to current Marive profile & laid groundwork for retrospective conversion
  Documented procedures for: phase boxes, mending, mildewed & rushed books, PromptCat materials, location changes, & monograph withdrawals.
  Made digitized music (approx. 1,742 music cds) accessible through library catalog
  Automated production of web-based new book list
  Investigated NACO and decided not to proceed at this time

Trends/Issues:
- Test & implement OCLC’s Connexion client
- Migration cleanups: 049 field, retrospective conversion, personal name authority work (88,000 records)
- Continue creating departmental documentation
- Database clean-up from Reference collection move & digitized music load
- Coordinate GO Bond Proposals and acquisitions
- Continue IEEE conversion of monographs to serials & paper to online serials projects
- Adding URLs to state documents
Significant Faculty/Staff Accomplishments:

- Teaching
  G. Mayhood taught four library science classes at DABCC, including Cataloging and Caring for Music and Technical Processing of Library Materials

- Grants Awarded
  J. Becker awarded $20,000 GO Bond
  L. Creider awarded $5,000 GO Bond
  G. Mayhood awarded: $20,000 GO Bond for Opera History Research Project
  Southwest and Border Cultures Institute mini-grant for Mexican border music, $2,000
  Southwest and Border Cultures Institute mini-grant for mariachi materials, $2,500
  Huthsteiner Foundation for Opera History Research Project—pending
  Stocker Foundation for Opera History Research Project—not funded

- Presentations
  Bauer, Gen and D. McCarthy. “Reports For The Absolute Beginner” Paper presented at South Central Voyager’s User Group meeting

- Publications

- Other (e.g. awards, etc.)
  G. Mayhood served on Univ. Appeals Board, Search Committee for Archives Processor, re-elected to P& T Comm;
  Served on DABCC’s Library Science Advisory Board
  L. Mendoza won statewide contest to create a logo for the state depository
  L. Credic re-elected Faculty Senator, co-chaired Conflict of Interest Comm. & served on Provost’s Roles & Rewards Task Force
  L. Moyers represented NMSU at New Mexico Preservation Alliance meetings
  J. Becker severed on NMLA Local Arrangements Comm.; coordinated Dine-Around
  E. Bosman contributed small bibliography to Church & Synagogue Library Assoc. publication Church and Synagogue Library Resources, 6th ed.

Six staff members received Classified Staff Bonus Awards