Department Annual Report for  
Technical Services
July 01, 2004 to June 30, 2005
Submitted by  Ellen Bosman

Instructions:
- Deadline for submission is June 30, 2005.
- Submit no more than 2 pages. Use bullets
Major Accomplishments:

- Organizational
  - Wrote procedures for: statistics extraction via Voyager, gifts processing, & dissertation binding
  - NetLibrary e-books loaded 33,453 records
  - Began Marcive retrospective conversion. To date 36,523 records added
  - Completed GO Bond project
    - Implemented EDI invoicing & EOCR (electronic order confirmation records) for project
  - Completed serials holdings merge to one record
  - Trained staff to assume partial cataloging responsibilities for visual formats, music scores & audio formats.
  - Ceased purchasing microfilm of NMSU dissertations
  - Implemented OCLC Connexion for cataloging
    - Created documentation for downloading & updating the software
    - Created documentation for using Connexion w/PromptCat
    - Using Visual Basic re-wrote keyboard macros to accommodate switch to Connexion
  - Agreed to participate in Rio Grande NACO funnel project for creation of name authority records
  - In bib records for state documents began adding URLs to the Online Digital Archives
  - Updated bib & purchase order records resulting from cancellation projects
  - ASTM item records replaced (1,246)
  - Built 547 phase boxes
  - Completed database clean-up from Reference collection move
  - Created a customized, linked, Access database for the Government Documents Unit to facilitate retrieval of automated cataloging statistics.

- Personnel
  - Submitted PDQs for 15 positions, 10 were upgraded
  - Three department members received Classified Staff Bonus Awards
  - Diane Gilewitch retired.
  - Prepared two requests to fill positions
  - Experienced complete turnover among student workers

- Programs
  - OCLC Connexion--23 persons attended, including branch campuses
  - Seven department members participated in planning & execution of the Many Voices, One Nation Read Aloud during National Library Week.

- Strategic Goals/Targets
  - Identify one area in which to conduct an assessment project
  - Plan for departmental reorganization
  - Continue work on 049 field clean-up
  - Begin archiving NMSU state documents in OCLC’s Online Digital Archive
  - Investigate use of vendor provided MARC records for serials available through aggregators
  - Continue removal of “at risk” serials notes
  - Continue clean-up of Streamload files
  - Voyager upgraded needed to implement WebAdmin

Trends/Issues:

- Continue work on 049 field clean-up
- Begin archiving NMSU state documents in OCLC’s Online Digital Archive
- Investigate use of vendor provided MARC records for serials available through aggregators
- Continue removal of “at risk” serials notes
- Continue clean-up of Streamload files
- Voyager upgraded needed to implement WebAdmin

Significant Faculty/Staff Accomplishments:

- Degree Completion
  - Jo Anne Vincenti received her Associates Degree

- Grants Awarded
• Joint grant proposal from T. S. and Archives/Special Collections received $3,125 to participate in the Sound Model Project of the Collaborative Digitization Program (CDP) of the University of Denver.
• Mayhood submitted two SBCI grant proposals—not funded

• Presentations
• Bosman. Two presentations at National Church Library Association conference.

• Publications
  o “The Wired Librarian.” *Libraries Alive!* (recurring column)
  o “Jane Rule publishes Lesbian Images.” Accepted by Salem Press for inclusion in *GLBT History*.
  o Library newsletter article
• Creider submitted article to *Cataloging & Classification Quarterly* acceptance pending
• Mayhood published 15 RLIM abstracts and one article for library newsletter.

• Teaching
  • G. Mayhood taught four library science classes at DABCC

• Other (e.g. awards, etc.)
  • Bosman met with 5 library science students to explain T.S. & its functions
  • Creider elected Chair of Faculty Senate; major contributor to conflict of interest policy.
  • Bosman elected Faculty Senator
  • Becker elected Treasure of NMLA
  • G. Bauer appointed to President’s Gender Equity Issues Committee