Department Annual Report for Technical Services
July 01, 2010 to June 30, 2011
Submitted by Ellen Bosman (rev. 8/26/11)

Major Accomplishments:

Organizational

• Acquisitions
  • Worked with various vendors to execute $500,000 in serials and database cancellations; recoded records to reflect cancellations
  • Assisted DACC in Voyager Acquisitions module implementation and ledger construction. Provided half-day training session
  • Acquisitions Librarian created multiple ledger restructuring scenarios and formulas for rebalancing the monographs budget
  • Created new fund and ledger structure and set-up in Voyager. Since the ledger has never been closed, identified process & the need to complete approximately 5,000 purchase orders before closing. Wrote instructions for closing orders, which included manually altering every PO.
  • Revised approval plan

• Cataloging
  • Resumed responsibility for federal documents and special collections cataloging
  • Changed locations and item types for 18,000 state documents moved from Zuhl to Branson
  • Withdrawed 6,754 duplicate or damaged items in response to the floor load mitigation plan
  • Created a LibGuide containing departmental procedures

• Metadata
  • Prepared best practices document
  • Worked with Archives personnel to create a digital index for the Rio Grande Historical Collection Information File
  • Worked with Head of Reference and Agriculture Subject Specialist to plan a digitization project of NMSU’s agricultural circulars

• Other
  • Department leadership began working with Library Administration to relocate department to second floor.
  • Extracted title & call number lists with circulation data for items with multiple copies
  • Created faculty workload policy in accordance with University Policy Manual 5.20.20
  • With the Development Officer, Access Services, and Systems devised electronic book plating procedure and began inserting images and links into the bibliographic record
  • All staff participated in the External Peer Review

Personnel

• J. Sandstrom hired as Acquisitions Librarian
• Chavez & Flores accept jobs in Archives/Special Collections
• L. Stafford and S. Bramlett hired in acquisitions and cataloging to replace Chavez & Flores
• G. Gonzales-Small retires
• D. Morales accepts Library Specialist, Senior, grade 6 position in acquisitions to replace G. Gonzales-Small
• G. Martinez accepts Library Specialist, Senior, grade 5 position in acquisitions to replace D. Morales
• S. Ward retires
• Ward’s position description changed by Library Administration and subsequently downgraded by Human Resources to non-exempt, Library Specialist, Senior, grade 6. Position now reports to cataloging unit head.
• L. Stafford accepts Library Specialist, Senior, grade 6 position in cataloging to replace S. Ward
• Martinez on leave July, September-November
• Mercer reclassifications completed

2010-2011 Strategic Goals/Targets

• Change Voyager and ERMS data to reflect serials cancellations—Completed
• Work with DACC on Acquisitions module implementation—Completed
• Work on government document retrospective conversion—In Progress

2011-2012 Strategic Goals/Targets

• Relocate most of the department to second floor
• Alter workflow to accommodate working moving materials between two floors
• Transition theses and dissertation intake to Access Services
• Work on government document retrospective conversion
• Develop plan for automating Departmental supplies processes
• Enter location changes in Voyager for former Math Reading Room materials and relocated materials
• Train all new personnel

Trends/Issues

• SkyRiver sues OCLC
• LC stops providing classification numbers and subject headings for clinical medical materials
• Continued consolidation among library vendors (EBSCO takeover of NetBooks; OCLC takeover of WilsonWEB)
• U.S. national libraries decide to delay adoption of RDA until January 1, 2013
Significant Faculty/Staff Accomplishments:

Presentations
- Bosman
  - “Leadership.” - NMSU’s Advancing Leaders Program
  - “Researching LGBT Topics.” – Library’s Graduate School Workshop Series
  - “Submitting your Theses or Dissertation.” – Library’s Graduate School Workshop Series
- Miller
  - “Really Dumb Assumptions? Refined Dairy Animals? Reference Dilemmas Answered? What the heck is RDA, anyway?”
  - Planning your Video Project
  - Shooting your Video Project
- Sandstrom
  - Library MBA Series “Introduction of Library Budget and Finance” – American Library Association Annual Conference (ALA)
  - Planet FURLOW “Getting back in the game after being laid off” – ALA
  - “Diversity is for Everyone” – ALA
- Schneider
  - “Intro to Metadata” - Preconference at NMLA
  - “Reaching Readers: Utilizing Podcasting to Share Book Recommendations Among Community Members” - NMLA
  - “Intro to Metadata” for the UNM IT department

Scholarship and Creative Activity
- Bosman
  - Revised the online version of the Gay/Lesbian section in Resources for College Libraries (RCL).
- Miller
- Sandstrom
  - Developed and taught a 3 credit course “Cataloging Audiovisual Materials” for DACC
  - Developed and taught a 1 credit course “Introduction to Copyright for Librarians” for DACC

Grants
- Schneider received New Mexico Historical Records Board Grant $3,190

Other (e.g. awards, etc.)
- Library joins Portico and Lyrasis
- Jenny Lockwood wins Carl Faubion Award
- Bosman served on/as: faculty representative to NMSU Employee Council; ALA GLBTRT Treasurer; Faculty advisor to Stonewall QSA; Electronic Theses and Dissertation Workgroup member; volunteered for two year term as department head representative to library faculty mentoring committee; volunteered for campus wide Academic Program Review committee; charged by Dean to head the Consortia Workgroup; elected to Promotion & Tenure Committee; invited to represent the Library on the Teaching Academy Advisory Board
- Miller served on/as: Faculty Senator; Library Faculty Mentoring Committee, Library Budget Committee, Library Collection Management Work Group, NMSU Bookstore Advisory Committee, ALCTS Council of Regional Groups Affiliate Relations Committee
- Sandstrom served on/as: ALA American Libraries Advisory Committee; ALA-ALA Publications Chair; ALA Diversity Council, Chair; Border Regional Library Association Publicity Committee, Chair; El Paso chapter REFORMA, Vice-president/President elect; University of Texas – El Paso External Review Committee for the Masters of Public Administration program; Dean’s Research Award Committee.
- Schneider served on/as: Electronic Theses & Dissertation Working Group; Dean’s Faculty Research Award Committee; Faculty Mentoring Committee; Chair of Banned Books Week Committee; Coordinated library participation in ICT Technology Day
- Vincenti served on/as: Library newsletter advisory committee; Carl Faubion Committee
- Bosman, Lockwood, and Miller serve on Search Committee for Acquisitions Librarian
- Bosman and Schneider conduct search for staff position in Acquisitions
- Bosman and Sandstrom conduct searches for staff positions in Acquisitions and Cataloging