



Department Annual Report for Archives and Special Collections

July 01, 2011 to June 30, 2012

Submitted by Laurence S. Creider

Instructions:

- Deadline for submission is July 13, 2012
- Submit no more than 2 pages.
- Use bullets.

Major Developments:

- Organizational

Bi-weekly meetings of department head with Dean

Instituted monthly meetings with units heads and with departments

Instituted monthly productivity statistics from Political Papers

Rewrote staff job descriptions

Allocated increased staff and student time to Domenici paper processing

- Personnel

Stephen Hussman resigned, August, 2011

Lenny Silverman retired, April 1, 2012

Cecelia Carrasco took a position outside the Library, April 1, 2012

Unsuccessful search for new department head

Charles Stanford resigned, May, 2012

- Programs

Department web pages improved for better patron access; databases begun for web access to RGHC mss and for department oral histories.

Las Cruces: A Photographic Journey assistance and images provided

Fabian Garcia Papers digitized

Scanning of NMSU Course Catalogs begun

Warner Hutchison Collection Processed

Planning renovation of 2nd floor department space

Collections received: John Hernandez, Lwowski supplement, NMSU Heritage Center Collection, all for UA

- Strategic Goals/Targets

Elephant Butte Irrigation District Collection almost finished

Amador ephemera processed

Mary Daniels Taylor Papers processed

David DeWitt papers inventories, Philip Wrench papers underway.

Finished Transfer of duplicate NM documents as part of remediation efforts

Online Finding Aid OANM-based URLs converted to RMOA-based URLs

Trends/Issues:

- Loss of Staff with resulting needs for personnel searches and training, as well as a reduction of service hours for the reading room and the introduction of student monitors on the desk.
- Renovation of second floor will lead to relocation of staff and students to the 4th floor east and collections to the 4th floor west.

- There will be increasing digitization of University Archives materials with, when appropriate, destruction of originals.
- Digital curation and preservation is becoming increasingly important, but neither faculty nor staff are trained. We have only a faint idea of the dimensions of the problem
- The archivists need to either make Past Perfect more accessible to staff and the public or to move files into CONTENTdm and make public what should be public and leave hidden information which should not be public.
- Cooperation with Systems and Technical Services will continue to be a high priority.
- The department needs to develop security and disaster procedures before something happens and as portions move back into the renovated second floor.
- The following positions need to be filled: department head, Rio Grande Historical Collections archivist, along with open staff positions.

Significant Faculty/Staff Accomplishments:

- Degree Completion
N/A
- Grants Awarded
N/A
- Presentations
Sesquicentennial of Morrill Act Exhibition on Mechanical Arts—Martha Andrews
Archives 101 Workshop presented by Cary Osborne and Charles Stanford at NMLA
- Publications

Las Cruces: A Photographic Journey

Martha Andrews, Cary Osborne, and Charles Stanford all had chapters in v. 3 of *Sunshine and Shadows in New Mexico's Past: the Statehood Period 1912-Present*.

Out of the Shadows: the women of Southern New Mexico was edited by Martha Andrews and with a chapter by Charles Stanford.

Martha Andrews and Rick Hendricks edited an anthology of articles from *the Southern New Mexico Historical Review*

Articles by Cary Osborne (3 articles published, 1 chapter accepted and Charles Stanford (1 published, 2 chapters accepted)

- Other (e.g. awards, etc.)

The department with specific mention of Dean Wilkey and Charles Stanford, received a Heritage Preservation Award from the NM Historical Preservation Division, May, 2012, for its work on *Las Cruces: A Photographic Journey*

Dean Wilkey, Outstanding Exempt Staff Award

Cecelia Carrasco, Charles Stanford, Dean Wilkey, Elizabeth Flores, Lenny Silverman, Outstanding Team Award