



Department Annual Report for Archives and Special Collections Department

July 01, 2002 to June 30, 2003

Submitted by Stephen J. Hussman, Department Head for Archives and Special Collections

Instructions:

- Deadline for submission is June 30, 2003.
- Submit no more than 2 pages.
- Use bullets.

Major Accomplishments:

- Organizational
 - Archives and Special Collections merge to form one department in August 2002.
 - Durango Project received additional funding in amount of \$ 35,000 for 2003.
 - Removed 103.00 linear feet of surplus material/equipment.
Archives (Hobson-Huntsinger University Archives and Rio Grande Historical Collections)
 - 30 collections accessioned
 - 119 linear feet processed (5 manuscripts collections)
 - 8500 Photographs processed
 - Combining of reference areas to tentatively occur in Fall 2004
Special Collections
 - 192 Maps were added to the collection
 - 800 new materials cataloged
 - 151 Theses and Dissertations added
 - 5000 Entries for the Las Cruces Sun News Index
 - Recent purchase of 12 items for John Nichols Collection--June 26, 2003
Tombaugh Project
 - 15.8 linear feet processed and 18.0 rearranged with newly established organization of collection.
- Personnel
 - Internal library transfer-Lenny Silverman, Classified Staff began employment on 2/1/2003
- Programs
 - Annual Meeting of the Rio Grande Historical Collections Society occurred on 5/22/ 2003
 - Archives and Special Collections Training Workshop: Reference, Access and Outreach 6/20/2003
- Strategic Goals/Targets
 - Reorganization of Department:
 - Hired new Department Head, Steve Hussman, began employment on 1/15/ 2003
 - Hired Clyde W. Tombaugh Project Archivist, Melissa Gottwald, began employment 3/3/ 2003.
 - Search for Processing Archivist began on May 24, 2003; Initial screening began on June 25th.
 - Strengthen Service Delivery:
 - Needs assessment completed: tentatively scheduled to combine reference points by Fall 2004.
 - Improve Access to Collections:
 - Processed 5 manuscript collections (130) lf.; 700 photographs in backlog since 1/15/2003.
 - Codify Collection Acquisition:
 - Created drafts for Appraisal Policy, Transfer of Gift, Deed of Gift and Deposit Agreement; final drafts submitted to Legal Counsel on 6/15/2003.
 - Submitted "NMSU authorization to Accept Gifts" policy to Legal Counsel on 6/15/2003.

Trends/Issues:

- Continuing with its digitization and encoding initiatives, the department will continue to play key roles in both the Online Archives of New Mexico (OANM) and New Mexico Digital Collaborative (NMDC)

Significant Faculty/Staff Accomplishments:

- Degree Completion
 - Leslie Bergloff (PT/Occasional) to complete MA in Public History in December 2003.
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- Grants Awarded
 - Southwest Border Cultures Institute (2003)
 - Awarded grant to process Papers of Mark Medoff (\$ 1649.00)
 - Awarded grant to process Papers of Keith Wilson (\$ 1649.00)
- Presentations
 - Bergloff presented: A Teacher's Workshop: National History Day, August , 2003.
 - Bill Boehm (Professional staff) presented paper at 12th Mogollon Conference: "*A Gusher Anytime Soon: Petroleum Exploration in the Tularosa Basin,*" October 2002.
 - Dr. Rick Hendricks (PT/Occasional) presented: "Juan de Oñate, Diego de Vargas , and Hispanic Beginnings in the American Southwest," Juan de Oñate: The Man, Myth and Mestizaje: A Teacher's Workshop, University of Texas at El Paso. 2002.
 - Steve Hussman (Faculty) presentation to Rio Grande Historical Collections Society on 5/19/2003: "*State of the RGHC*" and "*Diamonds in the Rough: Newly Processed Collections in the RGHC.*"
 - Hussman presented at Conference of Inter-Mountain Archivists Meeting relating to the important and background of the New Mexico Digital Collaborative (NMDC) 5/22/2003.
- Publications
 - Leslie Bergloff -- Time Traveling Through New Mexico History (A Teacher's Guide)
 - Bill Boehm co-authored: Routine Training Flight": The Legacy of World War II at Alamogordo Army Air Field, New Mexico. 2002.
 - Dr. Rick Hendricks published "*Francisco de Lima: Portuguese Merchant of Parral and the New Mexico Trade, 1638-1675,*" New Mexico Historical Review 77:3 (Summer 2002): 261-93;
 - Co-wrote A Settling of Accounts: The Journals of don Diego de Vargas, New Mexico, 1700-1704 (Albuquerque: University of New Mexico Press, 2002)
- Other (e.g. awards, etc.)
 - Bergloff --Awarded Ira Clark Award for Outstanding Graduate Student 2003.
 - Bergloff-Exhibit: The Sutherland-McManus Family at RGHCS Meeting
 - Boehm-Directed construction of NMSU Homecoming/100th ROTC Anniversary Display, Oct. 2002
 - Dennis Daily (Professional staff) recognized for his outstanding work with the "Borders Once Lived" Exhibit focusing on the Armijo and Amador families of Las Cruces.
 - Marie Garcia (Classified Staff) Attended workshop: "Excelling as a First-Time Supervisor." 4/2003
 - Hendricks—Elected President of the Historical Society of New Mexico; Named to Advisory Council of the Center for Big Bend Studies, Sul Ross State University. 2003.
 - Hussman-Chair of Search Committee for Processing Archivist, June—August 2003.
 - Hussman-Chair of Colonial Dames Scholarship Committee, Society of American Archivists 2003-04
 - Hussman-Member of Council, Conference of Inter-Mountain Archivists (CIMA) 2002-2004
 - Hussman-appointed to Library Administration and Management Assoc. (BES) Committee 2003-05