

Department Annual Report for Archives and Special Collections DepartmentJuly 01, 2003 to June 30, 2004Submitted by Stephen J. Hussman, Department Head for Archives and Special Collections**Instructions:**

- Deadline for submission is August 2004
- Submit no more than 2 pages.
- Use bullets.

Major Accomplishments:

- **Organizational**
 - Archives and Special Collections merge to form one reference point July, 2004
 - Durango Project received additional funding in amount of \$50,000 for 2004
- Archives (Hobson-Huntsinger University Archives and Rio Grande Historical Collections)
 - 351.75 linear feet processed (16 manuscripts collections)
 - 16,954 Photographs/images processed
- Special Collections:
 - Books Processed 819
 - New Theses 196
 - New Maps: 40
 - Reclassed NM Maps: 428
- Tombaugh Project:
 - Clyde W Tombaugh Project completed in February 2004. (132 linear feet)
- Southwest Borders Cultures Institute Grants (2003-2004)
 - Southwest Border Cultures Institute (Grant to Process Papers of Mark Medoff) Project completed June 2004
 - Southwest Border Cultures Institute (Grant to Process Papers of Keith Wilson) 43 linear feet Project completed June 2004
- **Personnel**
 - Hired Processing Archivist, Maura Kenny (9 month faculty) September 2003
 - Hired Processing Archivist for University Archives, Martha Andrews (9 month faculty) August 2004
- **Programs**
 - Rio Grande Historical Collections Society, Homecoming Reception, October 30, 2004
 - Rio Grande Historical Collections Society, President's Reception, January 6, 2004
 - Completion of Arrangement and Description Clyde W. Tombaugh Papers, February 2004
 - Lunch Reception held for Jari Bennett Grimm (Donor of Donald Casad-Bennett Papers), March 2004
 - Dinner and Reception held for Luther Foster Fleming and Family, May 2004
 - Rio Grande Historical Collections Society (Annual Meeting-Honoring Mary Taylor for her contributions towards the Durango Microfilming Project) June 2004
- **Strategic Goals/Targets**
 - Organizational restructuring to achieve operational efficiency
 - Reconfigure Archives and Special Collections space to maximize storage
 - Optimize available space
 - Shifting of collection and surplus property has been completed
 - Attract, develop, reward and retain high-quality faculty
 - Hire processing Archivist for University Archives
 - Search Committee appointed in April 2004
 - Search Conducted in May 2004
 - Position offered in late May (Candidate accepted offer of employment)
 - Develop management plan for Archives and Special Collections
 - Reference points for Archives and Special Collections combined (July 1, 2004)
 - Improve access to collections
 - Process 10 collections (16 manuscript collections have been physically processed with finding guides; however only 2 are electronically accessible) Total of 351.75 linear feet has been processed.
 - Codify collections acquisition
 - Finalize and implement Appraisal guidelines, Transfer of Gift, Deed of Gift, Deposit Agreements And Letter of Understanding (Documents approved by General Counsel in the Fall 2004
 - Revise "NMSU Authorization to Accept Gifts" policy and submit for appropriate approvals
 - Appraisal Policy, Transfer of Gift, Deed of Gift and Deposit Agreement; Approved by Legal Counsel in Fall of 2004
 - Submitted "NMSU authorization to Accept Gifts" policy and approved by Legal Counsel in Fall 2004

Trends/Issues:

- Continuing with its digitization and encoding initiatives, the department will continue to play key role in the Online Archives of the New Mexico (OANM)
- Created in conjunction with the other local areas repositories: Regional Archives Group (RAG) consisting of UTEP, NMSU, IHSF, Catholic Archdiocese of Las Cruces, and other local and regional museums in the El Paso-Las Cruces metro areas. This is being done to share information, professional services, ideas and collaborative opportunities.

Significant Faculty/Staff Accomplishments:

- Degree Completion
 - Leslie Bergloff (PT/Occasional) completed MA in Public History in May 2004
- Grants Awarded
 - N/A
- Presentations
 - History Day Participant (February 2004) Department participated in assisting local high school students with research topics and projects.
 - Presentation on Life of Clyde W. Tombaugh. Presented by Melissa Gottwald, Clyde W. Tombaugh Archivist. (March 2004)
 - Archives and Special Collections Staff Presented "*Opening the Vault: Manuscript and Photographic Archives Bolster Library Holdings and Community Outreach.*" New Mexico Library Association, Las Cruces, NM. April 22, 2004. (Hussman, Kenny, Boehm, Daily)
 - Dennis Daily presented "Preserving Photographs to Socorro County Historical Society (April 2004)
 - Presentation to Dean's Genealogy Group (April 2004)
 - Rick Hendricks presented "Your Excellency Will Advise Me: The Durango Microfilming Project Turns Twelve." 1992-2004. RGHCS Annual Meeting, June 6, 2004.
 - Dennis Daily presented "Frozen Images: College of Agriculture Photographs." RGHCS Annual Meeting, June 6, 2004.
 - Scott Green, candidate for MA in Public History presented "Delta Kappa Gamma: A Brief Institutional History." RGHCS Annual Meeting, June 6, 2004.
 - Leslie Bergloff, candidate for MA in Public History presented "Mahlon T. Everhart, Rancher." RGHCS Annual Meeting, June 6, 2006.
- Publications
 - N/A
- Other (e.g. awards, etc.)
 - Hussman-Chair of Search Committee for Processing Archivist, June—August 2003.
 - Hussman-Chair of Search Committee for Processing Archivist for University Archivist, April-June 2004.
 - Hussman-Member of Council, Conference of Inter-Mountain Archivists (CIMA) 2002-2004
 - Hussman-elected to Library Administration and Management Assoc. (BES) Committee 2003-05
 - Bill Boehm attended the Modern Archives Institute in Washington, D.C. (May 2004)
 - Hussman elected "Member at Large" to Library Administration and Management Association (LAMA) (Division of ALA) Library Organization and Management Section (LOMS) June 2004.
 - Hussman-Recognized by Dona Ana Boys Scouts Council for "Outstanding Service to the Organization" (February 2004)
 - Archives and Special Collections Department recognized in NMSU publication for preserving institutional memory. (February 2004)