

Department Annual Report for Archives and Special Collections

July 01, 2013 to June 30, 2014

Submitted by _____

Instructions:

- Deadline for submission is July 15, 2014
- Submit no more than 2 pages.
- Use bullets.


Major Accomplishments:

- **Organizational**
 - Staff and students moved back to renovated second floor space
 - Collections moved into renovated second floor space
 - Papers acquired from Dr. Morgan Nelson of Roswell and photos from the Las Cruces Bulletin
 - Cary Osborne made a visit to Washington, DC, and retrieved some additional items for the Domenici collection
 - Dean Wilkey and Larry Creider provided guidance on digitization of White Sands Missile Range documents
 - Negotiations on the digitization of the Board of Regents minutes
 - Caitlin Wells began a survey and re-housing of RGHC maps.
 - Caitlin Wells and Jennifer Chavez began and made good progress on a formal assessment of unprocessed collections in RGHC.
 - A start was made on cataloging the Dime Novel Collection, June, 2014
 - Archive-It crawls of NMSU websites done by Systems Dept. we have begun to examine the results
- **Personnel**
 - Caitlin Wells started as RGHC archivist in August, 2013
 - Cary Osborne resigned, December 2013
 - Adam Heien hired as Political Papers Archivist, May, 2014 to start July, 2014
 - Sarah M. Allison hired as Special Collections Librarian, May 2014 to start August 2014
- **Programs**
 - Rick Hendricks gave a talk on President Garrison as part of the exhibit on the Lost Presidents of NMCAMA, Oct. 23, 2013
 - Mary Daniels Taylor Durango Microfilm Collection renaming ceremony, June 6, with talks by Terry Reynolds, Rick Hendricks, April Anaya, and Larry Creider
- **Strategic Goals/Targets**
 - Revise Gifts-in-Kind policy—Draft has been given to Development Officer, waiting for Dean's approval and that of University Counsel.
 - Understand the magnitude of Born Digital Content issues for NMSU Library—See presentation below
 - Redesign Branson second floor East (Archives & Special Collections)—Done

Trends/Issues:

Archive-It—We need to retrieve items not retrieved in earlier crawls, we need to figure out what to do with the information, what metadata is needed, how to organize the info for access, how to set up a regular retrieval of issues

Cataloging of the Dime Novels needs to be finished; there are numerous problems with their physical condition that need to be addressed



University Archives needs to get off the third floor and on to the 4th floor and vice-versa
We need to regularize internal transfers of materials and create accurate documentation
We will need to deal with the expected onslaught of researchers of EBID materials, as part of that effort
the entire revised finding aid needs to be put into RMOA

Significant Faculty/Staff Accomplishments:

- Degree Completion
None

- Grants Awarded
None

- Presentations
Larry Creider and Caitlin Wells presented a program on Born Digital Materials as part of Library U, Oct. 24, 2013
Caitlin Wells co-presented on Open Access—Some Essentials, as part of Open Access week, Oc. 23.
Martha Andrews created an excellent exhibit on architectural drawings by NMSU students from the late 1930's. The exhibit has attracted very positive comment.
Caitlin Wells served as a member of a panel on the varied professional backgrounds of new archivists at the Society of Southwest Archivists meeting, May, 2013, in New Orleans.

- Publications
None

- Other (e.g. awards, etc.)
Caitlin participated in Sunshine Week programming