



Department Annual Report for Technical Services

July 01, 2004 to June 30, 2005

Submitted by Ellen Bosman

Instructions:

- Deadline for submission is June 30, 2005.
- Submit no more than 2 pages. Use bullets

Major Accomplishments:

- Organizational
 - Wrote procedures for: statistics extraction via Voyager, gifts processing, & dissertation binding
 - NetLibrary e-books loaded 33,453 records
 - Began Marcive retrospective conversion. To date 36,523 records added
 - Completed GO Bond project
 - Implemented EDI invoicing & EOCR (electronic order confirmation records) for project
 - Completed serials holdings merge to one record
 - Trained staff to assume partial cataloging responsibilities for visual formats, music scores & audio formats.
 - Ceased purchasing microfilm of NMSU dissertations
 - Implemented OCLC Connexion for cataloging
 - Created documentation for downloading & updating the software
 - Created documentation for using Connexion w/PromptCat
 - Using Visual Basic re-wrote keyboard macros to accommodate switch to Connexion
 - Agreed to participate in Rio Grande NACO funnel project for creation of name authority records
 - In bib records for state documents began adding URLs to the Online Digital Archives
 - Updated bib & purchase order records resulting from cancellation projects
 - ASTM item records replaced (1,246)
 - Built 547 phase boxes
 - Completed database clean-up from Reference collection move
 - Created a customized, linked, Access database for the Government Documents Unit to facilitate retrieval of automated cataloging statistics.
- Personnel
 - Submitted PDQs for 15 positions, 10 were upgraded
 - Three department members received Classified Staff Bonus Awards
 - Diane Gilewitch retired.
 - Prepared two requests to fill positions
 - Experienced complete turnover among student workers
- Programs
 - OCLC Connexion--23 persons attended, including branch campuses
 - Seven department members participated in planning & execution of the Many Voices, One Nation Read Aloud during National Library Week.
- Strategic Goals/Targets

Trends/Issues:

- Identify one area in which to conduct an assessment project
- Plan for departmental reorganization
- Continue work on 049 field clean-up
- Begin archiving NMSU state documents in OCLC's Online Digital Archive
- Investigate use of vendor provided MARC records for serials available through aggregators
- Continue removal of "at risk" serials notes
- Continue clean-up of Streamload files
- Voyager upgraded needed to implement WebAdmin

Significant Faculty/Staff Accomplishments:

- Degree Completion
 - Jo Anne Vincenti received her Associates Degree
- Grants Awarded

- Joint grant proposal from T. S. and Archives/Special Collections received \$3,125 to participate in the Sound Model Project of the Collaborative Digitization Program (CDP) of the University of Denver.
 - Mayhood submitted two SBCI grant proposals—not funded
- Presentations
 - Bosman. Two presentations at National Church Library Association conference.
- Publications
 - Bosman. “Literature Awards.” in *gbtq: An Encyclopedia of Gay, Lesbian, Bisexual, Transgender, and Queer Culture*. (October 2004)
www.gbtq.com/literature/awards.htm
 - “The Wired Librarian.” *Libraries Alive!* (recurring column)
 - “Jane Rule publishes *Lesbian Images*.” Accepted by Salem Press for inclusion in *GLBT History*.
 - Library newsletter article
 - Creider submitted article to *Cataloging & Classification Quarterly* acceptance pending
 - Mayhood published 15 RLIM abstracts and one article for library newsletter.
- Teaching
 - G. Mayhood taught four library science classes at DABCC
- Other (e.g. awards, etc.)
 - Bosman met with 5 library science students to explain T.S. & its functions
 - Creider elected Chair of Faculty Senate; major contributor to conflict of interest policy.
 - Bosman elected Faculty Senator
 - Becker elected Treasure of NMLA
 - G. Bauer appointed to President’s Gender Equity Issues Committee