

Department Annual Report for

Technical Services

July 01, 2010 to June 30, 2011
Submitted by Ellen Bosman (rev. 8/26/11)

Major Accomplishments:

Organizational

- Acquisitions
 - Worked with various vendors to execute \$500,000 in serials and database cancellations; recoded records to reflect cancellations
 - Assisted DACC in Voyager Acquisitions module implementation and ledger construction. Provided half-day training session
 - Acquisitions Librarian created multiple ledger restructuring scenarios and formulas for rebalancing the monographs budget
 - Created new fund and ledger structure and set-up in Voyager. Since the ledger has never been closed, identified process & the need to complete approximately 5,000 purchase orders before closing. Wrote instructions for closing orders, which included manually altering every PO.
 - Revised approval plan
- Cataloging
 - Resumed responsibility for federal documents and special collections cataloging
 - Changed locations and item types for 18,000 state documents moved from Zuhl to Branson
 - Withdrew 6,754 duplicate or damaged items in response to the floor load mitigation plan
 - Created a LibGuide containing departmental procedures
- Metadata
 - Prepared best practices document
 - Worked with Archives personnel to create a digital index for the Rio Grande Historical Collection Information File
 - Worked with Head of Reference and Agriculture Subject Specialist to plan a digitization project of NMSU's agricultural circulars
- Other
 - Department leadership began working with Library Administration to relocate department to second floor.
 - Extracted title & call number lists with circulation data for items with multiple copies
 - Created faculty workload policy in accordance with University Policy Manual 5.20.20
 - With the Development Officer, Access Services, and Systems devised electronic book plating procedure and began inserting images and links into the bibliographic record
 - All staff participated in the External Peer Review

Personnel

- J. Sandstrom hired as Acquisitions Librarian
- Chavez & Flores accept jobs in Archives/Special Collections
- L. Stafford and S. Bramlett hired in acquisitions and cataloging to replace Chavez & Flores
- G. Gonzales-Small retires
- D. Morales accepts Library Specialist, Senior, grade 6 position in acquisitions to replace G. Gonzales-Small
- G. Martinez accepts Library Specialist, Senior, grade 5 position in acquisitions to replace D. Morales
- S. Ward retires
- Ward's position description changed by Library Administration and subsequently downgraded by Human Resources to non-exempt, Library Specialist, Senior, grade 6. Position now reports to cataloging unit head.
- L. Stafford accepts Library Specialist, Senior, grade 6 position in cataloging to replace S. Ward
- Martinez on leave July, September-November
- Mercer reclassifications completed

2010-2011 Strategic Goals/Targets

- Change Voyager and ERMS data to reflect serials cancellations--*Completed*
- Work with DACC on Acquisitions module implementation--*Completed*
- Work on government document retrospective conversion—*In Progress*

2011-2012 Strategic Goals/Targets

- Relocate most of the department to second floor
- Alter workflow to accommodate working moving materials between two floors
- Transition theses and dissertation intake to Access Services
- Work on government document retrospective conversion
- Develop plan for automating Departmental supplies processes
- Enter location changes in Voyager for former Math Reading Room materials and relocated materials
- Train all new personnel

Trends/Issues

- SkyRiver sues OCLC
- LC stops providing classification numbers and subject headings for clinical medical materials
- Continued consolidation among library vendors (EBSCO takeover of NetBooks; OCLC takeover of WilsonWEB)
- U.S. national libraries decide to delay adoption of RDA until January 1, 2013

Significant Faculty/Staff Accomplishments:

Presentations

- Bosman
 - "Leadership." - NMSU's Advancing Leaders Program
 - "Researching LGBT Topics." – Library's Graduate School Workshop Series
 - "Submitting your Theses or Dissertation." – Library's Graduate School Workshop Series
- Miller
 - "Really Dumb Assumptions? Refined Dairy Animals? Reference Dilemmas Answered? What the heck is RDA, anyway?"
 - Planning your Video Project
 - Shooting your Video Project
- Sandstrom
 - Library MBA Series "Introduction of Library Budget and Finance" – American Library Association Annual Conference (ALA)
 - Planet FURLOW "Getting back in the game after being laid off" – ALA
 - "Diversity is for Everyone" – ALA
- Schneider
 - "Intro to Metadata" - Preconference at NMLA
 - "Reaching Readers: Utilizing Podcasting to Share Book Recommendations Among Community Members" - NMLA
 - "Intro to Metadata" for the UNM IT department

Scholarship and Creative Activity

- Bosman
 - Revised the online version of the Gay/Lesbian section in *Resources for College Libraries (RCL)*.
 - (2011). Libraries and Research Centers. In *Great Lives from History: Jewish Americans*. Pasadena, CA: Salem Press. 1356-1359.
 - (2011). Web Site Directory. In *Great Lives from History: Jewish Americans*. Pasadena, CA: Salem Press. 1330-1333.
 - (2011). Organizations and Societies. In *Great Lives from History: Jewish Americans*. Pasadena, CA: Salem Press. 1361-1365.
 - (August 2010). [Review of the book *Gay and Lesbian Communities the World Over* by Rita J. Simon and Alison Brooks]. CHOICE, 2009-39586 CIP.
 - (March 2011). [Review of the book *Same-sex marriage: a reference handbook* by David E. Newton]. CHOICE, 2010-21774 CIP.
- Miller
 - "Resource Description and Access (RDA): an introduction for reference librarians." *Reference & User Services Quarterly*. 50: 3, Spring 2011. p.216-222.
- "Middle management on the tenure-track : a delicate balance," in *Middle Management in Academic and Public Libraries*, ed. Tom Diamond, 115-130. Santa Barbara : Libraries Unlimited, 2011.
- Sandstrom
 - Developed and taught a 3 credit course "Cataloging Audiovisual Materials" for DACC
 - Developed and taught a 1 credit course "Introduction to Copyright for Librarians" for DACC

Grants

- Schneider received New Mexico Historical Records Board Grant \$3,190

Other (e.g. awards, etc.)

- Library joins Portico and Lyrasis
- Jenny Lockwood wins Carl Faubion Award
- Bosman served on/as: faculty representative to NMSU Employee Council; ALA GLBTRT Treasurer; Faculty advisor to Stonewall QSA; Electronic Theses and Dissertation Workgroup member; volunteered for two year term as department head representative to library faculty mentoring committee; volunteered for campus wide Academic Program Review committee; charged by Dean to head the Consortia Workgroup; elected to Promotion & Tenure Committee; invited to represent the Library on the Teaching Academy Advisory Board
- Miller served on/as: Faculty Senator; Library Faculty Mentoring Committee, Library Budget Committee, Library Collection Management Work Group, NMSU Bookstore Advisory Committee, ALCTS Council of Regional Groups Affiliate Relations Committee
- Sandstrom served on/as: ALA American Libraries Advisory Committee; ALA-ALA Publications Chair; ALA Diversity Council, Chair; Border Regional Library Association Publicity Committee, Chair; El Paso chapter REFORMA, Vice-president/President elect; University of Texas – El Paso External Review Committee for the Masters of Public Administration program; Dean's Research Award Committee.
- Schneider served on/as: Electronic Theses & Dissertation Working Group; Dean's Faculty Research Award Committee; Faculty Mentoring Committee; Chair of Banned Books Week Committee; Coordinated library participation in ICT Technology Day
- Vincenti served on/as: Library newsletter advisory committee; Carl Faubion Committee
- Bosman, Lockwood, and Miller serve on Search Committee for Acquisitions Librarian
- Bosman and Schneider conduct search for staff position in Acquisitions
- Bosman and Sandstrom conduct searches for staff positions in Acquisitions and Cataloging