



Department Annual Report for Access Services

July 01, 2001 to June 30, 2002

Submitted by Norice Lee, Department Head

Instructions:

- Deadline for submission is July 1, 2003
- Submit no more than 2 pages.
- Use bullets.

Major Accomplishments:

• Organizational

- Reorganized Circulation unit.
- Initiated scanning via Palm Pilot to track in-house use of library materials.
- Completed 1st and 2nd Annual *Stack Capacity Analysis*.
- Added shelving extensions on each floor at Zuhl to accommodate collection growth.
- Completed shifting of the Business collection from 3rd to 2nd floors.
- Joined *Trans-AMIGOS Express* to facilitate the delivery of materials borrowed/loaned within a large regional area; Improved local library cooperation by becoming “hub” for NMSU-Doña Ana Branch Library and Thomas Branigan Memorial Library.
- Provided new web-based interface, through *CLIO Web*, for more efficient ILL request submissions and for improved collection of ILL/DDS statistical information.
- Empowered students to view and/or renew library materials online.
- Expanded access to electronic reserves by generating MacIntosh .pps files and making them available via .html.

• Personnel

- Holly Reynolds, Circulation Coordinator, transferred to Systems Office.
- Irene Tellez upgraded to Library Specialist III.
- Cindy Watkins accepted a reference librarian position in Branson Library.
- Sandra Padilla requested and received (on behalf of classified staff) shift differential pay from zero to forty cents per hour.

- **Programs**
 - Supported Distance Education; Created website of library services for students at a distance; Established toll-free number for library assistance.
 - Continued implementation of *ILL Best Practices* post-grant period.
- **Presentations**
 - Karen Stabler: Presented findings from AMIGOS Fellowship Grant project on *ILL Best Practices* at Annual AMIGOS Conference.
 - Cindy Watkins: Presented Poster Session on *Commercial Document Delivery Services* at ALA.
- **Other (e.g. awards, etc.)**
 - Access Services Staff: Participated in numerous University- and Library-sponsored workshops, presentations, committees, and other events/activities (Access Services Classified Staff).
 - Cindy Watkins: Participated on the *NMSU Library Distance Education Task Force*.