



Department Annual Report for Systems

July 01, 2003 to June 30, 2004

Submitted by Carol Boyse

Instructions:

- Deadline for submission is July 15, 2004
- Submit no more than 2 pages.
- Use bullets.

Major Accomplishments:

- Organizational
 - Configured ArticleLinker, an OpenURL link resolver used to find full-text articles
 - Developed Access database for Circulation billing records
 - Worked with ICT to convert library computers to DHCP network protocol
 - Provided email-based training on Eudora email software
- Personnel
 - Professional position Circulation Coordinator redefined as Web Developer III, with job description rewritten to reflect transfer of position from Circulation to Systems
- Strategic Goals/Targets
 - Purchased replacement PCs for staff and some public stations; began installing staff PCs
 - Provided one-on-one training on Windows XP for staff as new computers were installed
 - Assisted ICT in rewiring Zuhl
 - Established wireless zones in Zuhl
 - Developed page templates and test database for library web site redesign
 - Installed and configured Docutek and DocuFax server for electronic reserves
 - Participated in development and test of AISTI Institutional Repository Project
 - Relocated Systems equipment storage area, disposed of obsolete equipment

Trends/Issues:

- Complete installation of new PCs for staff and targeted public computers
- Upgrade Voyager
- Provide staff training in upgraded Voyager version
- Assist ICT in rewiring Branson
- Install wireless zone in Branson
- Participate in campus-wide Banner migration
- Participate in campus web portal planning, design, and library integration
- Ensure library needs are recognized in campus-wide ID/vending card study and proposal development
- Install Illiad interlibrary loan server and assist in migration from Clio software to Illiad software
- Redesign library's web pages
- Investigate addition of Carlsbad and Grants branch library holdings to Voyager

Significant Faculty/Staff Accomplishments:

- Publications
 - Carol Boyse
 - Served on editorial board of *Citations*, the NMSU Library newsletter
- Other (e.g. awards, etc.)
 - Carol Boyse
 - Member, Technical Services Department Head Search Committee
 - Member, NMSU Portal Advisory Committee
 - Member, NMSU General Person Committee (Banner migration)
 - Member, NMSU Web Content Management System Advisory Committee
 - Holly Reynolds
 - Member, NMSU Campus Webmasters Group
 - Member, NMSU Web Content Management System Advisory Committee
 - Member, Staff Roles Subcommittee of the NMSU Staff Roles & Rewards Task Force
 - Co-Chair, Planning Committee of the South Central Voyager Users' Group Annual Conference
 - Coordinated and chaired the South Central Voyager Users' Group meeting at Voyager EndUser annual conference
 - Alice Granado
 - Advisor to Gamma Beta Phi honor and service society