

Department Annual Report for

Technical Services (Revised 8/29/08)

July 01, 2007 to June 30, 2008

Submitted by Ellen Bosman

Major Accomplishments:

**Organizational**

- OCLC Connexion upgraded
- Relabeled over 200 volumes to facilitate relocation of National Union Catalogs to stacks
- Executed 2,000 location changes in relation to Union Catalog move
- Executed 188 cancellations and 80 adds in relation to serials review project
- Executed orders associated with carry forward monies
- Queried catalog to identify dissertations digitized by external vendor (approx. 1,500 records)
- Worked w/DACC to correct Voyager item type problem associated with DVDs; corrected associated bibliographic records
- Dept head led ERMS joint RFP w/UNM & Tech.; Bosman, Thompson, and Lockwood participate in vendor demos. RFP resulted in successful award of existing NMSU vendor, thus supporting Dept Head's original recommendations of May 2007
- Discarded various materials and conducted physical reorganization of space to accommodate relocation of Gifts Unit
- Drafted "white paper" concerning issues with retrospective conversion of Carlsbad items. Worked extensively with Carlsbad, Grants and OCLC to incorporate their items into Voyager & OCLC.
- Set-up article linking between Google Scholar and NMSU's e-holdings
- Set up bi-directional linking between Ulrich's and Serials Solutions
- Extracted, prepared, and upload print serials holdings to OCLC. After laying dormant for several years, this project was accomplished in less than a year.
- With assistance from Serials Solutions uploaded NMSU e-journal holdings to OCLC
- Provided Dean with statistical data for ACRL Trends & Statistics Survey
- Installed LC Easy on one computer to train new employees on call number formation & organization

**Personnel**

- Tracey Thompson began in January as new Acquisitions Librarian
- E. Flores accepts Processing Library Technician II position
- J. Chavez accepts Cataloging Library Technician II position
- M. Martinez accepts Acquisitions Library Specialist II position
- Submitted position postings & job descriptions, conducted and completed two searches for Acquisitions & Cataloging librarians, for a total of four faculty searches
- Conducted and completed searches for seven staff positions: Project Coordinator, Cataloging Library Specialist III, Cataloging Library Specialist II, Processing Library Technician II, Cataloging Library Technician II, Acquisitions Library Specialist II
- Submitted 3 PDQs; two positions were upgraded
- Submitted two year personnel and workflow efficiency recommendations
- Creider divides time between Technical Services and Special collections; transfers to Special Collections permanently beginning July 1, 2008
- B. Cano resigns
- D. Morales transfers into Acquisitions from Access Services
- B. Peale and G. Mayhood retire

**Programs**

- Flores, Baldwin, Mendoza-Valdivia, Vincenti, Gonzales-Small, Martinez, and Bosman attend NMLA
- Bosman and staff from other units plan and execute one-day, library-wide strategic planning retreat
- All Technical Services staff attend library retreat

**2007-2008 Strategic Goals/Targets**

- Explore possible role for metadata librarian—not started; suggested dept heads discuss.
- Determine alternative storage, searching, and delivery methods for digitized music—Partially completed. Music was retrieved from vendor and turned over to Systems for loading.

**2008-2009 Strategic Goals/Targets**

- ERMS and Counter statistical package implementation
- Carlsbad and Grants retrospective conversion
- Examine Acquisitions workflow, recommend and implement changes
- Finish inserting URLs into bibliographic records for digitized dissertations

### Trends/Issues

- The Open Library, a new wiki catalog, is calling on anyone and everyone to add to and embellish bibliographic records
- OCLC WorldCat Local in a pilot project to replace the local OPAC with OCLC
- Automated processing is now being used to identify, modify, and control specific types of personal name headings in OCLC WorldCat bibliographic records. The effort will control more than 26,000,000 headings.
- The Deutsche Nationalbibliothek, the Library of Congress, the Bibliothèque Nationale de France, and OCLC are jointly conducting a project to match and link the authority records for personal names in the retrospective personal name authority files into a single name authority service.

### **Significant Faculty/Staff Accomplishments:**

#### Presentations

- Bosman. "Creating the User Friendly Library with Signs" at NMLA Annual Conference
- Bosman. "Out in the Stacks: Serving your Gay & Lesbian Patrons" at NMLA Mini Conference
- Bosman guest on radio station's KSNM AM 570 show Prescription for Health. The 25 minute segment covered issues related to finding and evaluating health information on the Internet
- Creider. "The Web Presence of Kalamazoo Participants" a paper presented at the International Congress on Medieval Studies

#### Publications

- Bosman, Bradford and Ridinger. *Gay, lesbian, bisexual, and transgendered literature : a genre guide*. Westport, Conn.: Libraries Unlimited, 2008. 432 pages
- Bosman. "Electronic Resources" in *Masterplots II: Christian Literature*. Pasadena, CA: Salem Press, 2007.
- Bosman. "Hind's Feet on High Places" in *Masterplots II: Christian Literature*. Pasadena, CA: Salem Press, 2007.

#### Other (e.g. awards, etc.)

- Nominated Sherry Ward for First Light Federal Credit Union Staff Award
- Vincenti, Ward, Lockwood, and Gonzales-Small receive Library Bonus Awards
- Bosman Faculty Senator
- Bosman faculty representative to ACAP
- Bosman, S. Peale, G. Gonzales-Small Search & Screen Committee for Acquisitions Librarian
- Bosman, Creider, Baldwin, Vincenti Search & Screen Committee for Cataloging Librarian
- Bosman on Living the Vision Committee
- Bosman on Climate and Sustainability Task Force (formerly Energy Committee)
- Bosman invited to serve on campus committee to revise campus web site
- Bosman and Creider on Library P&T Revision Committee
- Creider on two search committees for government documents non-exempt staff position
- Creider on Search & Screen Committee for Provost
- Thompson, Dean's Research Award Committee
- Thompson, Review Committee for Faculty Bonus Awards