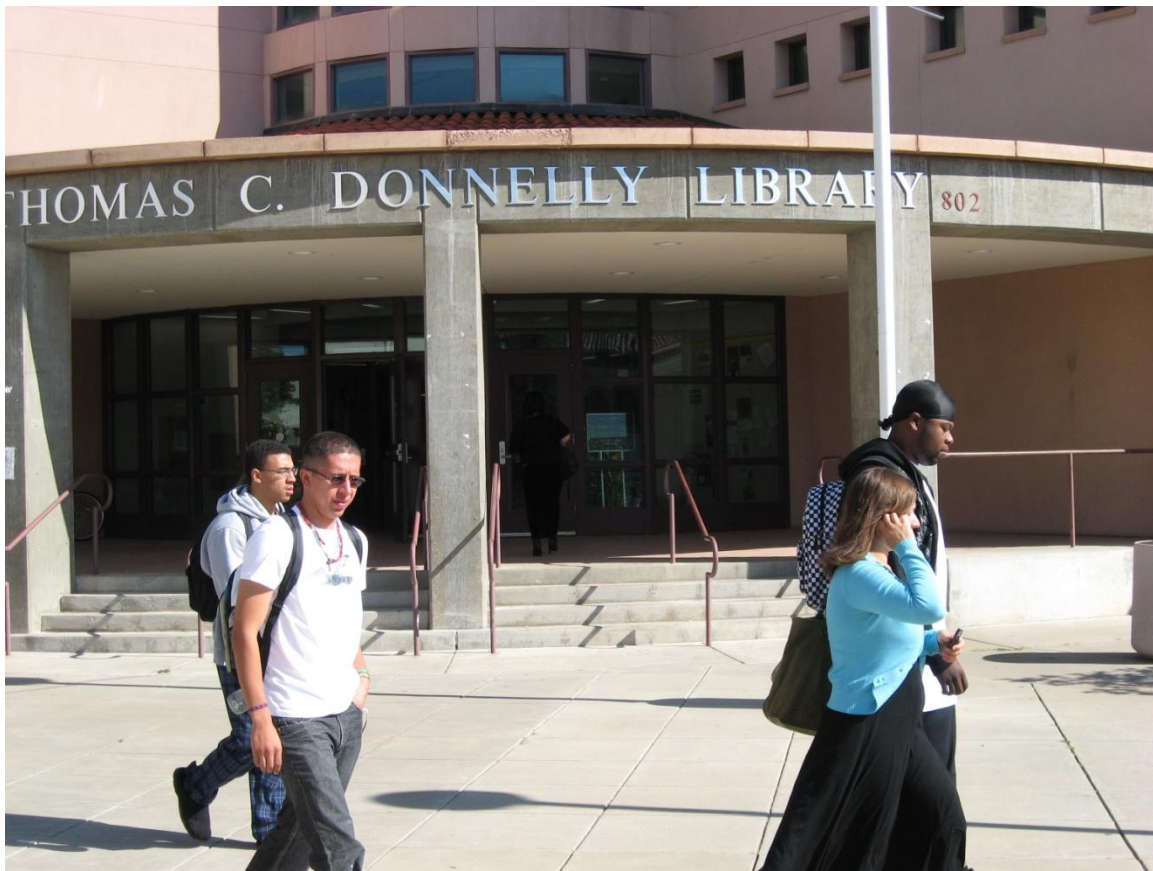


New Mexico Highlands University Libraries
Thomas C. Donnelly – Main Campus
Rio Rancho Branch
External Sites Library Services



Annual Report
Fiscal Year 2007-08

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INTRODUCTION

The fundamental purpose of the Library is, as it always has been, to provide quality service to our clientele, and to support research and instruction in the University. The business of the Library is communication -- printed, visual, and electronic and it is the Library's support of scholarly communication that provides the glue that binds and connects the various academic parts of the university community to the whole. The second business of the Library is stewardship. Stewardship involves two ideas: the conservation of existing resources, including collections, staff, and space, through planned change, and the acceleration of conscious change in the areas of technology, services, and intellectual access to maintain and increase the quality of support for learning.

This report's main objective is to share the many Thomas C. Donnelly Library highlights and staff accomplishments that occurred during fiscal year 2007-08.



MISSION

The Thomas C. Donnelly Library supports teaching, research, and community activities of New Mexico Highlands University. It acquires, organizes, preserves, and makes accessible pertinent information and scholarly materials that advance the curricular needs, intellectual pursuits, and personal enrichment of its clientele. It promotes programs and services that emphasize the diversity of the university's multicultural community and heritage. In accordance with New Mexico Highlands University's overall educational commitment, it elicits an environment of respect and understanding for its diverse population in an intellectually stimulating atmosphere that is conducive to academic achievement.

MAJOR HIGHLIGHTS

Administration

Assessment:

In coordination with the Faculty Library Committee, we conducted the fall 2007 and spring 2008 library services assessment. Analysis reports for each assessment are available for review.

Book Inventory:

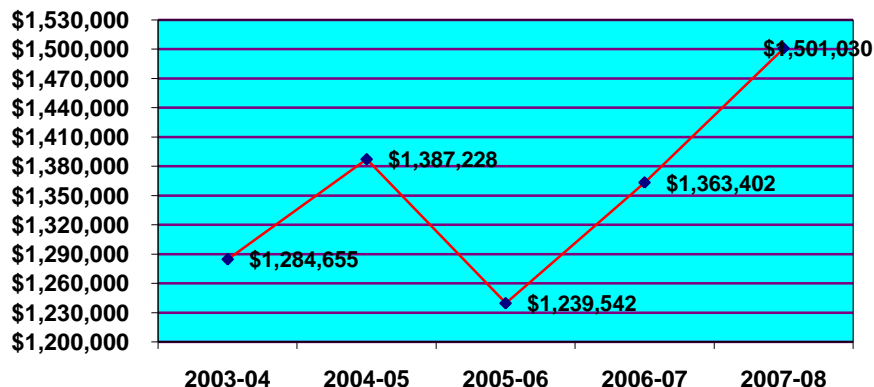
Findings from this fiscal year's book inventory report and other library section reports are summarized as follows: the library collection includes more than 375,228 monograph volumes, of which 168,982 are hard-bound, 164,844 are in microform format, approximately 40,191 are electronic full-text, and 1,211 are in either audio-visual or CD-ROM formats. Approximately 42,454 bound periodicals and indexes, and roughly 22,063 volumes of journals, indexes, and newspapers are in microform. 809 periodicals, domestic and foreign, are subscribed to in print or microform, as well as 32,422 plus electronic full-text titles that are available for research needs. In addition, the library is a selected federal government documents depository, and a full depository for New Mexico State documents. Both depository collections contain approximately 223,319 documents.

Budget:

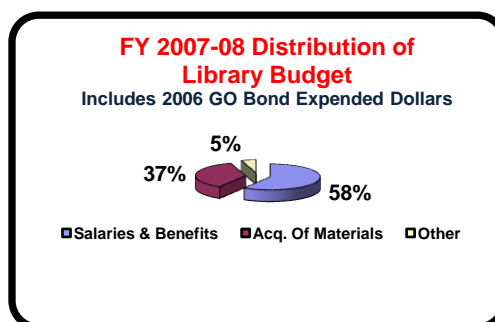
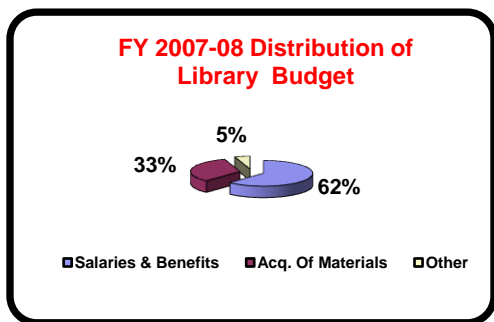
The library's annual authorized expenditures are not adequate to meet the ongoing needs of the library as indicated by national standards. With a flat budget this fiscal year, inflationary costs estimated at about 10% for books and 12% for periodicals were handled by reducing the number of books purchased, and dropped subscriptions. Based on the chart below, increases in the library budget were only made in salaries and benefits.

Of the \$1,501,030.00 authorized to the library, we spent \$1,486,985.10 (99%) of our budget.

Adjusted Library Budget – Five-Year Comparison



The New Mexico Consortium of Academic Libraries endorses the Association of College and Research Libraries and the American Library Association Standards. These standards identify that the library budget, exclusive of capital costs and the cost of physical maintenance, not fall below six percent of the college's total educational and general expenditures if the library is to sustain the range of programs required by the institution and appropriate institutional objectives. The distribution formula for library funds indicates that between 50% and 60% should be spent on personnel, 35% and 45% on the acquisition of materials, and the remaining percentage on other. Reviewing the pie charts below, you will note that the chart on the left is either above or below the recommended distribution formula. However, with the infusion of the 2006 General Obligation (GO) bond funds (chart on the left), the Library is within the percentages in spending its financial resources in accordance with the Standards.



Building:

Shifting and weeding of the general stacks and periodicals is an on-going project. The process was particularly active this fiscal year because of the increase in the number of books purchased. The biggest contributing factor was the expenditure of the 2006 Bond funds for the acquisition of library materials. All current, bound, and microform journal and newspaper collections are located on the 2nd floor, while the general book collection is housed on the 3rd floor. The shifting and weeding process enables our collections to be more current in nature, as well as making it easier to locate materials.

On March 25, 2008 New Mexico Highlands University had a grand opening of its Adaptive Technology Center in the Thomas C. Donnelly Library.



Photo courtesy of University Relations.



Photo courtesy of University Relation.

The Center is located on the first floor of the Library. The Adaptive Technology Center was developed to assist students with disabilities by providing the latest in

adaptive technology to better meet their academic needs. While the Adaptive Technology center was designed for students registered with Accessibility Services, it is available for use by all currently registered NMHU students. Students who may have difficulties with comprehension/retention of academic courses, but were never diagnosed with a disability, now have the availability of an alternative manner of learning.

The Library welcomes the use of its meeting and/or conference rooms by students, faculty, staff and community events. This past fiscal year approximately 130 meetings, workshops, presentations and group study sessions were scheduled. Totals did not take into account the computer labs on the first floor, the use of rooms for the NMLA Mini-Conference or impromptu group study sessions.

Consortia:

Thomas C. Donnelly Library participates in a statewide reciprocal-borrowing program, and consortium pricing via the **Llano Estacado Information Access Network (LEIAN)** is a New Mexico and West Texas library consortium), the **LIBRARY Online System Consortium (LIBROS)** is an online library catalog licensed through Innovative Interfaces, Inc.) which contains records for items that are available through the [LIBROS Consortium Member Libraries](#)), and the **New Mexico Consortium of Academic Libraries (NMCAL)** consists of four and two-year academic institutions in New Mexico) to name just a few library resource sharing activities.

Our library, a member of both the LEIAN and NMCAL Consortia, participates in reciprocal-borrowing programs using the Library Passport Certificates Program. This program enables our students, faculty, emeritus faculty, and staff to borrow materials directly from other participating colleges and universities of the consortia. Also, both consortia provide library member institutions better spending power in regards to joint electronic resource subscriptions.

We are a member of the LIBROS Consortium Member Libraries, which uses the Triple I software licensed through Innovative Interfaces, Inc. Joining the Consortium is saving us thousands of dollars, instead of us solely paying a maintenance fee for the database software license. All software enhancements and upgrades are handled by the University of New Mexico Libraries technical support staff.

In addition, the Thomas C. Donnelly Library participates at both the national and international levels in a service known as Interlibrary Loan. It is a service through which users may obtain material that is needed for research, which is not available here at our library. This service is offered to New Mexico Highlands University faculty, students, and community members. The borrowing library usually absorbs costs within reason.

Cooperative Activities:

Bimonthly city librarians meetings are held. The city's institutions are New Mexico Highlands University (NMHU), Luna Community College (LCC), New Mexico Behavioral Health Institute (NMBHI), Las Vegas City Schools (LVCS), West Las

Vegas City Schools (WLVCS), United World College (UWC), the Ft. Union National Monument Library and the Carnegie Public Library (CPL). The City Librarians Committee primary goal is to work together in providing quality library services to our community. Such areas that are being worked on are: library services training to staff, reciprocal borrowing (universal library card), library technology, and joint cooperative efforts on library legislative issues.

New Mexico Highlands University, Thomas C. Donnelly Library hosted the 2007 New Mexico Library Association's Mini-Conference on October 11-12, 2007. Library staff from academic, school and public libraries were in attendance. A total of 157 participants attended the Mini-Conference, a record number. The one and a half day conference featured several sessions and workshops, which included networking, promoting reading and literacy in community outreach programs and professional development. The following e-mail was sent from Valerie Nye, Co-Chair of the New Mexico Library Association's 2007 Mini-Conference Committee.

Ruben Aragon (NMHU) and Janet Maes (LCC), please forward this "thank you" to all of the people on your staffs that helped with and participated in the conference last week. I don't want to miss a single person – and I believe you two will have a more complete list.

Ruben – I would especially like to thank you for inviting us to have the conference on Highland's campus and all the work you did to allow us to use the campus spaces. We were excited to be able to offer this conference on such a beautiful campus and in such a welcoming town. On behalf of the NMLA Members-at-Large, I want to thank you for all of the time, energy, and creativity you devoted to the NMLA Mini-Conference. It could not have come together without all of your hard work. The rooms for sessions worked out very well and the technical support was excellent. Thank you all for making these last minute arrangements and adjustments for the rooms and projectors. I know April, Cheryl and others worked hard to make these arrangements, thank you for sorting out all the details in finding space. We heard endless wonderful comments about the tours on Thursday afternoon. It was great there were so many things offered on Thursday afternoon. This is the first year our Mini Conference has been 1.5 days. I think the tours helped draw people into town early. For those of you who helped out at the registration table, thank you for taking the time to help Lorie and/or relieve her of registration responsibility when she needed to get away.

The dine-around was a huge success. I heard many people talking about the great food and networking opportunity that the dine-around promoted. In past conference evaluations, the dine-around has been listed as an equal importance to the sessions – so the positive experiences people had at dinner were meaningful. Thank you to everyone who worked to pull this together. The screening of the Hollywood Librarian was a big draw. We know several people decided to attend the conference based on the showing of this film. Thank you for making arrangements to have this film as part of the conference experience. Drawing door prizes at the film was also a special unexpected treat. A special thank you to Janet for making this happen! I heard wonderful things about Ron Perry – I am glad we were able to have one local (and fun) program. A special thank you to Leslie for making these arrangements! We also heard numerous comments about the friendliness of the Las Vegas community. People had positive experiences at their hotels, with Las Vegas traffic (stopping so we could cross the street!), in the Donnelly Library, on the Highlands campus, and with the downtown store owners. ABL food service was outstanding. The food all tasted good (people are still raving about it today) and the food was all delivered on time and as we expected.

There were so many details, I know I am missing some important things – but please know we are grateful for all of the effort and thought you all put into hosting the conference.

Sincerely,

Valerie Nye

The Faculty Library Committee membership consists of one elected faculty member from each School or College Departmental Unit. The Director of Library Services serves as an “ex-officio” non-voting member of the committee. All assistant librarians and the library director participate in every meeting. The Committee meets on the first Friday of each month during the fall and spring semesters.

Library Legislation:

During the 2008 New Mexico Legislative session, SB 333 which is better known as the 2008 General Obligation (GO) Bond Act was passed. The GO Bond November 2006 general election, Bond Issue C for the acquisitions of library materials (*one-time purchases*) passed. We began spending the 2006 GO Bond in the amount of \$97,521. A total of \$83,096 was expended this fiscal year.

Funding formula inflationary factors in HB2 for library acquisitions was funded at 4.21%. The percent is based on the total library material acquisition funds spent the previous year on library resources, i.e. books, journals in the Library’s budget. The amount funded for fiscal year 2008-09 is \$20,283.

Personnel:

The following personnel changes occurred during this fiscal year:

- Griego, Ying – Library Clerk – Interlibrary Loan Section was hired October 15, 2007. Ms. Ying assists in borrowing or obtaining copies of library materials not found in our library on behalf of the faculty, staff, and students, and to lend or provide copies of library materials requested by other libraries.
- Sena, Mary Louise – Library Associate – Reference Section resigned on January 11, 2008.
- Walton, Anna – Library Associate – Reference Section was hired May 6, 2008. Ms. Walton assists the professional reference librarians in promoting library services, which include library tours and coordination of staff development training, designs and sets up library exhibits, i.e. National Library Week, National Hispanic Heritage Month, book displays, etc., performs searches in online catalogs and bibliographic databases, creates pamphlets, brochures, flyers, etc. to promote library services, and provides assistance at the Reference Desk.
- The hiring of over twenty students through the work study program.

Cataloging/Systems

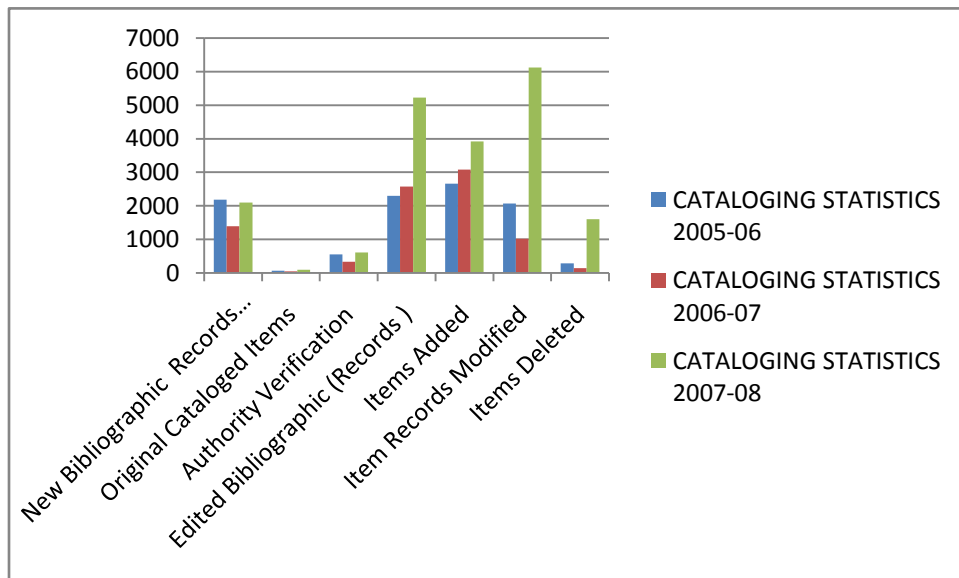
Cataloging:

The Cataloging Department provides access to library materials by properly describing and classifying each item in the Library's online public access catalog. Library catalogs exist to promote the preservation of the human record, so each generation doesn't have to literally re-invent the wheel, and to create new knowledge from a synthesis of existing knowledge.

The following items have been worked on this fiscal year.

- Cataloged over 640 donated items.
- Staff started to clean-up the library catalog in preparation for the OCLC Reclamation Project to be conducted fall 2008. This entailed deleting records with no items attached, making sure all items had the correct location code and deleting old missing/withdrawn item records.
- Cataloged and/or reclassified over 8,600 items.
- Worked with circulation and acquisitions staff to implement missing and withdrawn item procedures.
- Input records for some of our art work so that items may be “checked-out” and monitored more closely.
- Cataloging staff also assist with reference duties and Library Instruction.
- We are starting to learn about the new cataloging rules (Functional Requirements for Bibliographic Records-FRBR) which are scheduled to replace AACR2 in 2010.
- Loaded NetLibrary ebook Collections 6, 7 and 8 this year with 5200 new titles.
- The chart below shows a comparison of the previous 3 years cataloging activities. Notice the increased number of Item Records Modified and Deleted due to the database clean-up projects done this year.

Cataloging Statistics



Systems:

Systems staff has worked to maintain the computer resources of the library. Hardware and software issues were addressed every day. Printers and scanners are also maintained by the systems department. Last year we implemented the following circulation changes in the LIBROS online catalog.

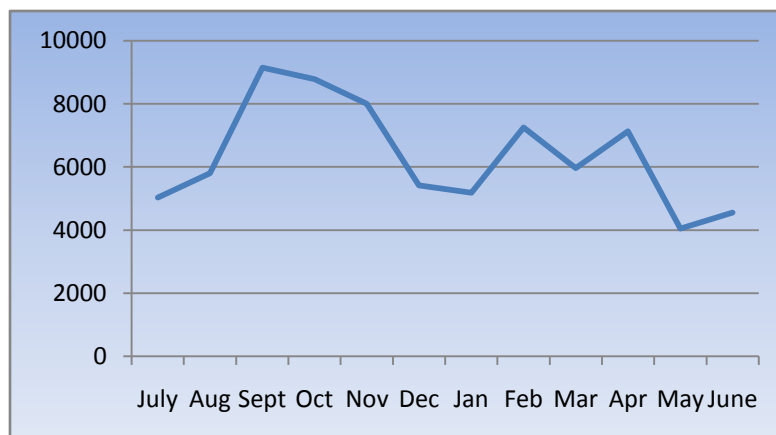
- Student records were automatically loaded every semester from Banner.
- Due dates for students, faculty and staff were all changed to a semester check-out.
- Mid-semester and end of semester notices were written and generated with the help of the UNM staff.

Other accomplishments in the systems department include:

- Updated the OCLC Connexion software on all staff computers.
- Upgraded all computers to Microsoft Office 2007
- Purchased two laptops for use at Rio Rancho.
- Installed new printers in the labs and ILL department.
- Installed an LCD monitor in the circulation area to display events and information. Content is generated by the public services staff.
- Installed new security camera on second floor.
- Installed new projector in large lab.
- Replaced computers in the large lab.
- Used 800 reams of paper in copiers and printers.
- Assisted with the set-up of the Adaptive Technology Center
- Presented a series of Social Software in Education sessions, with 21 people attending.

Our library resources are accessible to students and faculty via the Donnelly Library Web Site at <http://donnelly.nmhu.edu>, with 76,000 visits last year. This year we added a “What’s New?” page with current events, exhibits and new books lists. We also added links to the library home page and LIBROS in most of our external databases. Late in the year, we were informed that the library page must conform to the new university format. The web committee began to discuss the new site lay-out.

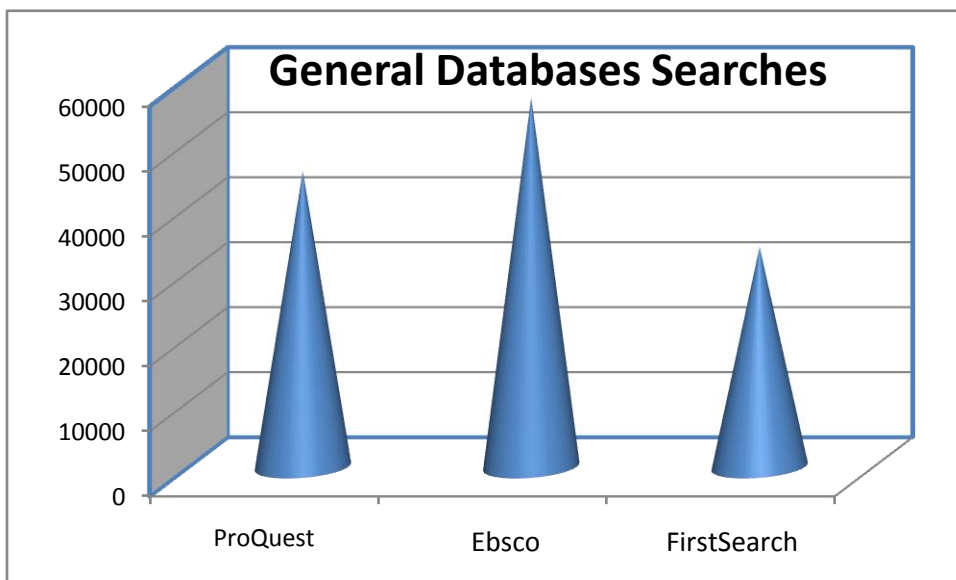
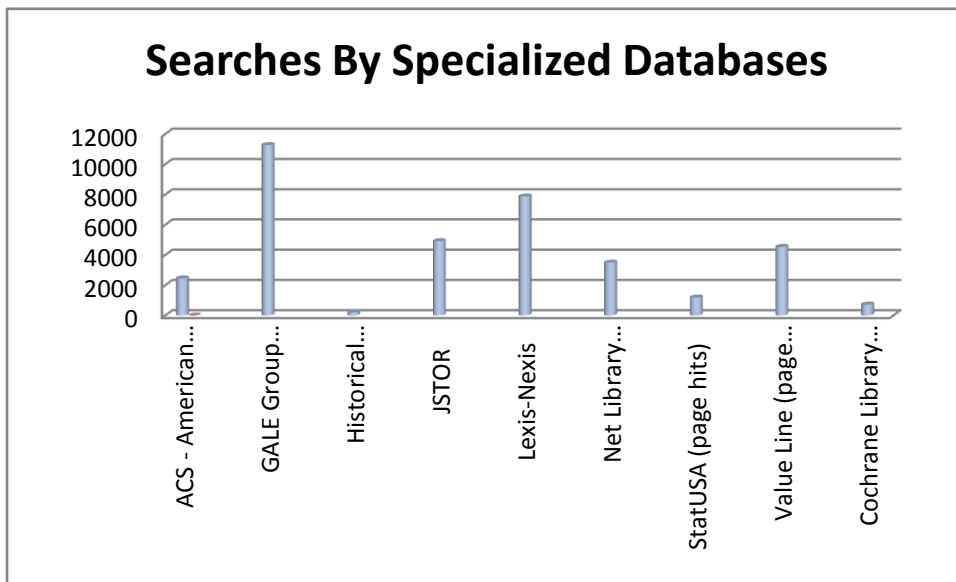
Donnelly Library Web Site Visits FY 2008

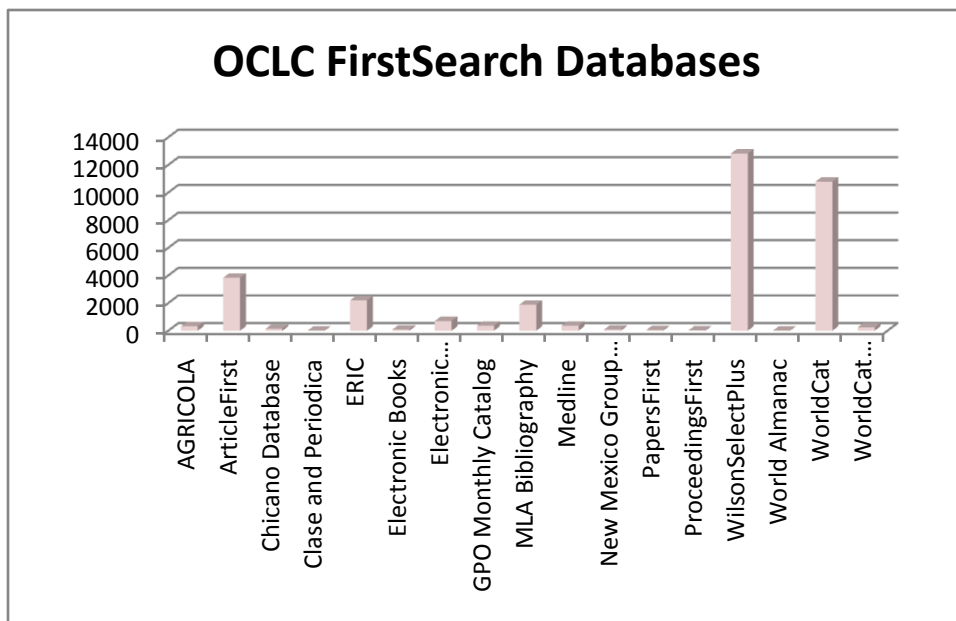
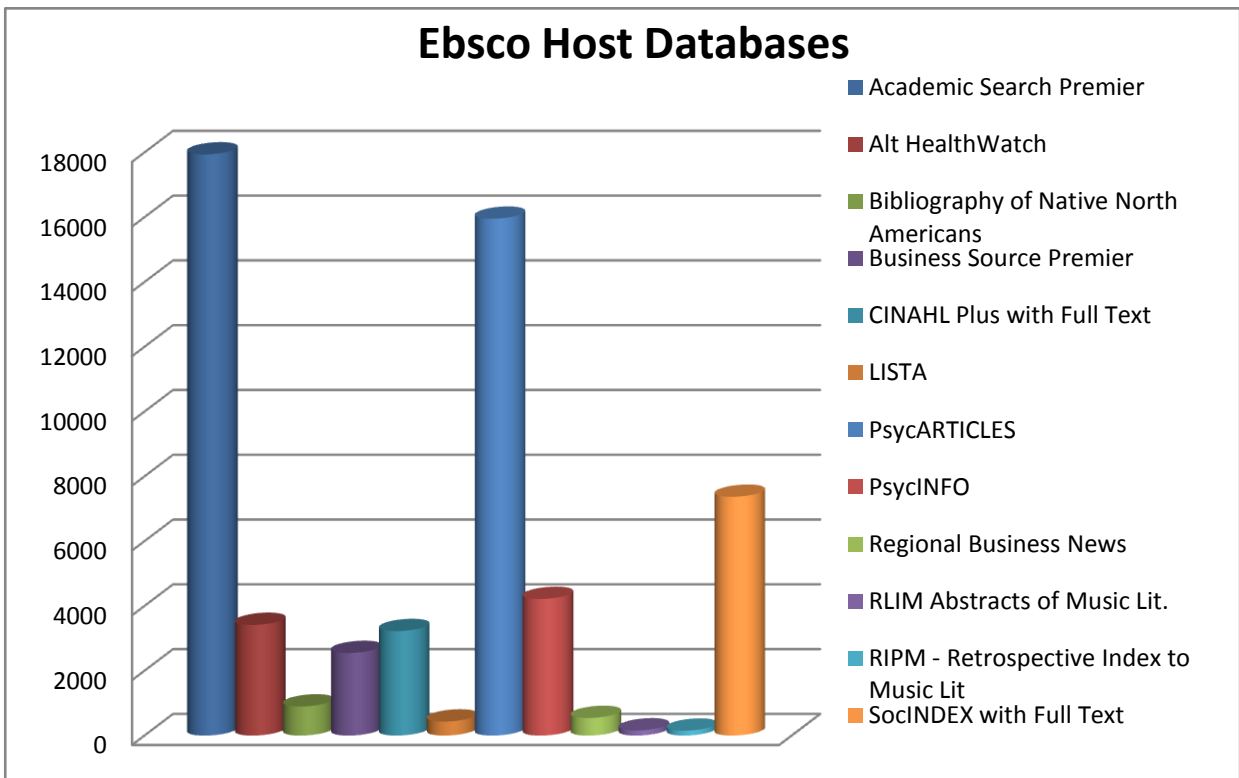


Electronic Resources:

Electronic resources greatly increase the immediate availability of research materials. Our online catalog and subscription databases are available to our clientele both on-campus and remotely through the library’s web page. In response to numerous faculty and student requests, this year we added JSTOR’s Arts & Sciences II and Business Collection. This year, the total number of databases subscribed to was 44. At database selection time in the spring, we decided on the addition of Proquest’s Sanborn Maps for ‘08-‘09. Pending the ‘08-‘09 budget, we also selected for possible addition, three new databases: the Foundation Directory Online, Science Direct’s Physical Sciences Collection, and Science Direct’s Article Choice. In the event of a flat budget in ‘08-‘09, however, we also identified four databases to cut. We declined the invitation to participate in the NMCAL online package of 9 EBSCO databases, due to the unknown forthcoming budget.

Database usage statistics indicate increased utilization of our on-line resources. Usage statistics aid us in determining which databases to retain and which to cancel.





Another selection tool is the database trial. Databases are periodically made available for review by students, faculty, and staff, usually for a period of a month. In the last year, the collection development librarian arranged for numerous database trials in a range of subjects: 7 in Humanities, 5 Music, 4 General, 3 Behavioral Sciences, 2 Life & Health Sciences, 1 Physical Sciences, and 1 Business. Usage statistics on these trial databases are strong indicators of which databases to purchase. The three Science Direct College

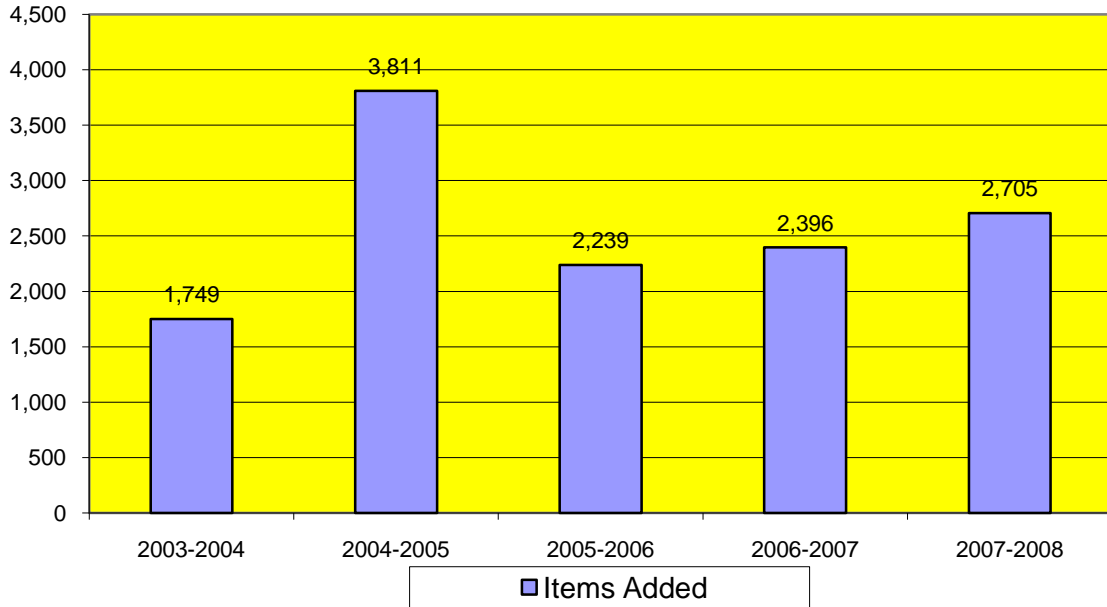
Edition databases, for example, received outstanding usage statistics. We selected Science Direct's Physical Sciences Collection for addition for '08-'09, with the hopes of adding Health and Life Sciences in '09-'10. Besides trial databases, and recommendations from the campus community, another means of learning about new databases is through vendors. This past year we met with representatives from EBSCOHost, ProQuest and Amigos in the library, in addition to the collection development librarian's regular exchange of information with vendors via email.

Collections

Acquisitions:

Acquisitions added 2,705 volumes of books and electronic media to the collection. The total includes purchased and donated items. Please refer to the charts below.

Items Added to Collection



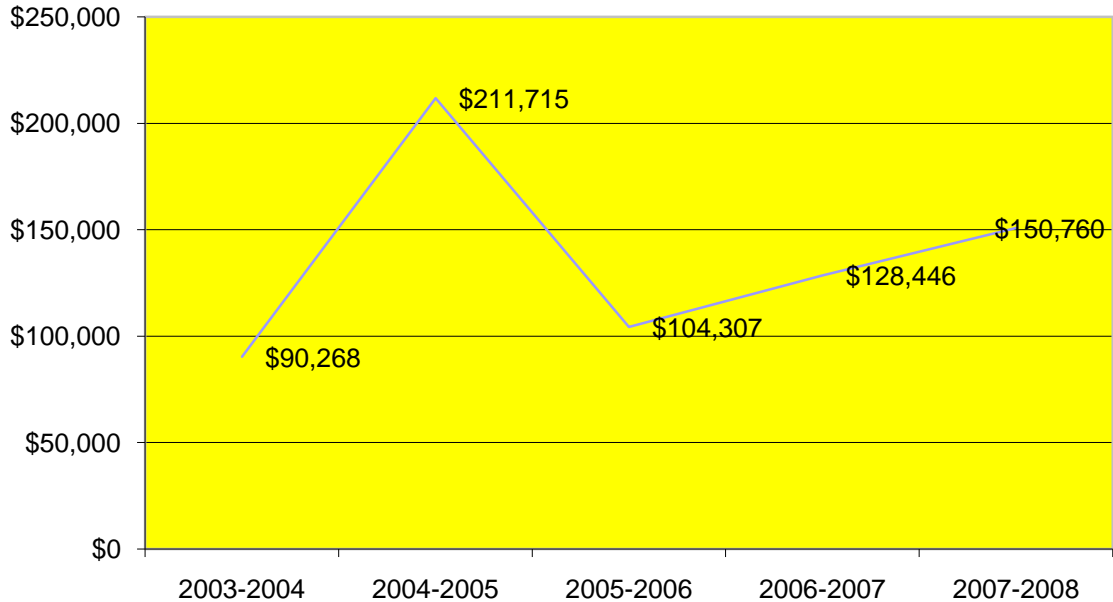
Items added is the sum of new items added to the library collection (either through purchases or donations)

Holdings FY 2007-08

Material	Description	Holdings as of 7/1/2007	Added During FY 2007-08	Withdrawn During FY 2007-08	Holdings as of 6/30/2008
Books	Includes department orders, theses, gifts, and bond money expenditures	169,501	2637	(2,526)	169,612
Audio-Visual	Includes department orders, and bond money expenditures	971	68	0	1,039

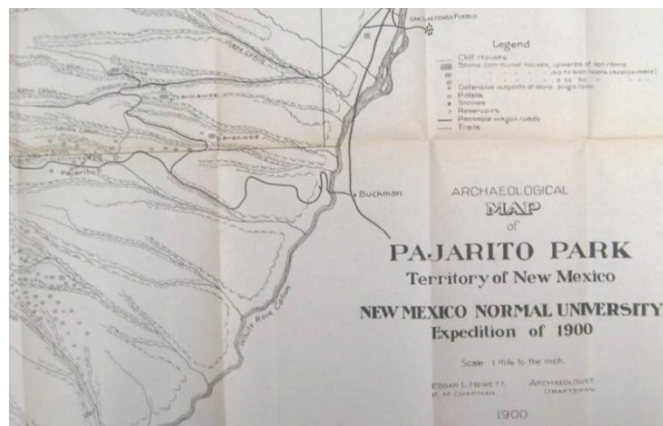
The following chart diagrams the library’s expenditures on the collection. We spent \$150,760 on the acquisition of books and electronic media. This amount was funded from both the 2007-08 General Account and the 2006 GO Bond Account.

Library Dollars Spent on Books and Electronic Media



Library Dollars Spent on Books and Electronic Media -- the amount of money spent on items purchased from the general book account and the GO Bond account in 2007-08. Prior to 2005-2006, books were purchased solely from the general book account.

By the end of July '08, 84% of the \$97,470 GO Bond Account was expended. Because the bond money is not guaranteed every year, we limit bond expenditures to one-time purchases. The 2006 Library GO Bond money allowed us to purchase an additional 980 books from the recommended lists, more than 30 audio-visual items, and several rare, historical items for Special Collections. A recent Special Collections' addition, for example, is the map created by archaeologist, Edgar L. Hewett and draftsman K.M. Chapman, members of the New Mexico Normal University expedition of 1900. This 22 x26 1/2 inch map of what is now the Bandelier National Monument, provides both archaeological information and evidence of Highlands University active past.



Archaeological map of Pajarito Park, Territory of New Mexico, 1900

Acquisitions covered all subject areas, using the Clapp/Jordan academic library collections formula as the model to maintain an appropriate rate of collection development in fields pertinent to the curriculum. Social Work and the Social

Sciences, in general, accounted for a larger percentage of the purchases than usual, because of the continuation of our intensive weeding and replacement project begun in November 2007. More than 3,000 damaged and worn books in all subject areas were removed from the shelf for mending or for withdrawal and replacement, with the goal to create space for newer, current titles.



Bea Ulibarri repairing books in Technical Services

We continue to involve faculty in our weeding and selection of books, journals and databases. This year, the collection development librarian met with faculty from the departments of Anthropology, Business, Chemistry, Criminal Justice, Education, English, Math and Computer Science, Music, and Sociology, and Social Work.

With our new subscription to R.R. Bowker's RCLWeb, the online edition of *Resources for College Libraries*, we now have the capability of comparing our collection to the list of core titles determined by the Association of College and Research Libraries (ACRL). The ACRL core list features 65,000 titles in 58 curriculum-specific subjects.

After having loaded our holdings into the Bowker Book Analysis System, our entire collection can be brought up for viewing on the Web, with the percentage of core titles owned and a title-by-title analysis. This has been an invaluable tool for the selection of new books this year. According to representatives at Bowker, percentages in the double digits signify an acceptable to good collection, with the goal of reaching 50%. Overall percentages for our three major programs are as follows: Business 15%, Education 33%, and Social Work 33%. Below is a sample display from the program:

Core Lists: Resources for College Libraries
Top Subject: NATIVE AMERICAN STUDIES

Your File: NMHU Holdings Download				
RCL Classification	Core Titles in Library	Core Titles NOT in Library	Total # of Core Titles	% of Core Titles Held
Grand Totals:	<u>127</u>	<u>248</u>	<u>375</u>	33.87%

The collection development librarian and the acquisitions library associate met with book vendors to discuss standing order arrangements and to find improved methods for ordering and invoicing. In-person meetings with vendors included MidWest

Library Service, UNM Press, Book House, E-Books, ProQuest, and EBSCO publishing.



New Book Display—1st floor

Collaborative efforts continue with other libraries. We now have an informal agreement with the library of the state facility, the Springer Correctional Center, to transfer our withdrawn or unwanted donated books and journals, especially Spanish language material. The Educational Director thanked us: “Your kind donation more than tripled our reading selection in that area.”

Donations (Library Resources):

Gifts to Donnelly Library were again substantial this year, with 23 individual donations, totaling roughly 1200 books, and 4 newspaper titles. In addition, Donnelly received 5 boxes of topographic maps, for the Government Document area, from UNM-Los Alamos. Topping the list for the greatest number of books by a single donor was that of Samuel K. Wilson, from Los Alamos, who made two separate donations totaling approximately 500 books on the subjects of computer science and mathematics.

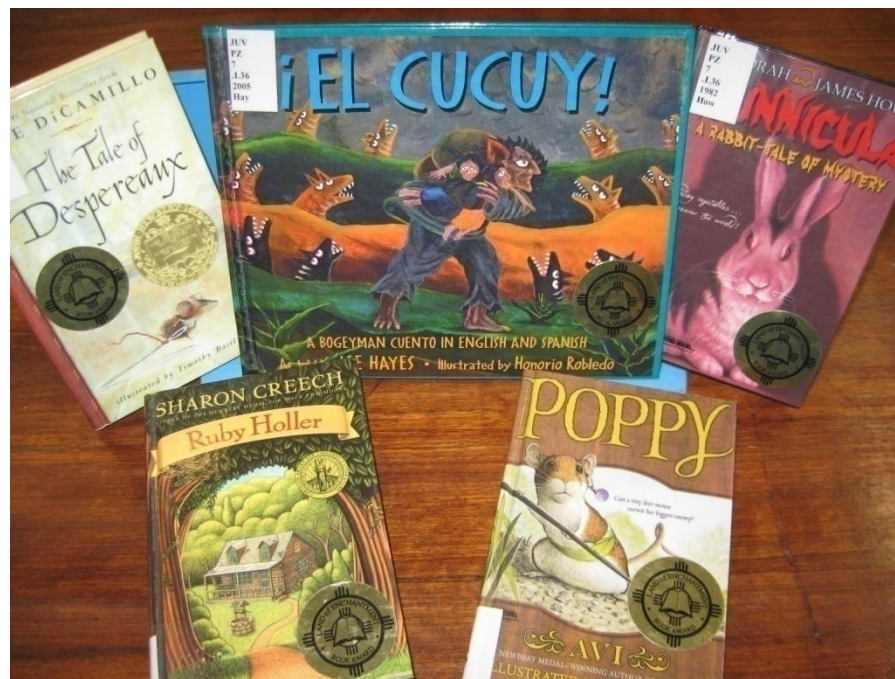


Wilson Donation, Technical Services, 1st Floor

Also of note was Dr. Robert Mishler's donation of 20 boxes of anthropology and history books, and approximately 100 issues of the *Las Vegas Victorian Gazette*. Dr. Mishler, who recently retired from Highlands as Professor of Anthropology, has a long history of supporting the library.

Not all donations come in the form of books. This year, Marine Robert Warden, a writer who regularly donates his books of poetry, made "an unrestricted gift to assist, in a small way, the good work your library does" with a check for \$100.

A highlight of the donations accepted this year is the Land of Enchantment Book Award collection, composed of award winners from 1981 to 2007. The group of 27 children's books forms the basis of a collection that will grow each year as we purchase future award winners. Donnelly Library was chosen to participate in the LOE program sponsored by the task-force under the auspices of the New Mexico Library Association and the Advocacy for School Libraries-Special Interest group. According to the Education faculty, the collection is a great addition to the library that will benefit Highlands' students in the Elem 315 course, "Teaching Reading through Children's Literature." Five LOE award-winners are pictured below.



Land of Enchantment Book Award

Five books on Northern New Mexico artists were donated by Dr. Robert Bell, a strong supporter of the library with his donations of original art over the years.

Electronic Resources

Online subscription fees have seen substantial increases in the past fiscal year, as shown in the table below. In order to keep the databases that library patrons use, we have had to transfer funds from other library resources, such as print periodicals, into the online budget. Below is a table showing the percent of cost increase in database subscriptions for select databases.

Database Subscription Rate Increases for the Past 3 Years

Database	Cost '04-'06	Cost '05-'06	Increase in '06	Cost '06-'07	Increase in '07	Cost '07-'08	Increase in '08
Alt-Health (EBSCO)	1,990	2,089	4.97%	2,235	6.99%	2,391	6.98%
Lexis-Nexis Academic	n/a	4,070	n/a	4,210	3.44%	4,801	14.04%
Oxford Univ. Press	1,084	1,203	10.98%	1,247	3.66%	1,396	11.95%
ProQuest Research Lib.	5,050	5,180	2.57%	5,440	5.02%	5,710	4.96%
Serials Solutions	n/a	2,196	n/a	2,305	4.96%	3,120	35.36%
Average % increase			6.18%		4.81%		14.66%
Average cost	\$ 2,708	\$ 2,948		\$ 3,087		\$ 3,484	

Graphic & Cultural Arts:

An art inventory and cataloging project was begun in November 2007. Historically, some works from the Library's art collection have been loaned to University faculty and staff on campus. This year, to better track the loaned art work, we conducted a physical inventory by visiting the various department offices. We recorded the location of each piece and entered each one into LIBROS, our online catalog. Each piece of art was given a barcode and checked-out to the staff member. The check-out period for art work is the fiscal year, so on June 30th, we "renew" the art work for another year.

The Ray Drew Gallery exhibited eight shows this year. Most of the shows included an artist reception, usually on the opening day.

Ray Drew Gallery 2007-2008 Exhibition Calendar

"Wild Places" Martha and Joe McCaffrey Photography August 19 – September 23, 2008	Northern New Mexico Devotional Art Exhibition February 17 – March 12, 2008
"East of Eden" Elyana Kaplan October 1- 31, 2007	Bachelor of Fine Arts Senior Exhibition Jasmine Morris April 21– May 9, 2008
Marc Chagall's "The Bible" Donnelly's Fine Art Print Collection November 12 – December 18, 2007 Gallery talk by Dr. Robert Bell	Summer Show Joanna Keenan Sculptures & Paintings June 1 – June 27, 2008
Jane Lumsden "Point of Origin" Bronze Sculptures January 13 – February 13, 2008	Jeff Smollett "Landscape Interiors" June 27 – July 25, 2008



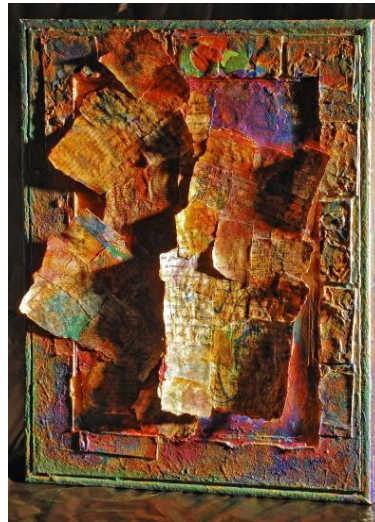
"Crane" by Jane Lumsden



B.F.A. Show, Jasmine Morris



"Dancers" by Johanna Keenan



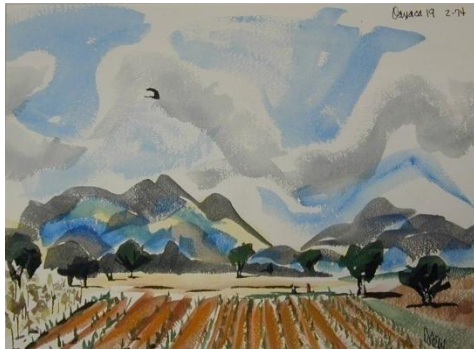
Untitled collage by Jeff Smollett



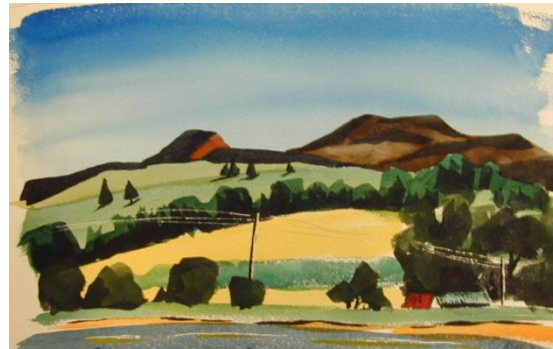
High school students visit the Ray Drew Gallery

Art Donations/Acquisitions:

This spring, Highlands' Foundation purchased a collection of nineteen Ray Drew watercolors and an Elmer Schooley lithograph from David Bennett of Las Vegas, N.M. The library associate in charge of the Library's Ray Drew Gallery, Bob Read, worked closely with the Foundation in negotiating the purchase and arranged to have them become part of the library's art collection. Three examples from the group of recently purchased art work are shown below.



Watercolor by Ray Drew



Watercolor by Ray Drew



Hides, 15x21 lithograph by Elmer Schooley

The artist of the color lithograph to the left, Elmer Schooley, was Head of the Art Department from 1947 to 1977. Under Mr. Schooley's leadership, Highlands University's Art Department developed a nationally recognized program. Schooley died in early 2007 at the age of 91. He was a master wilderness painter, lithographer and art historian. Donnelly has one other work by Schooley, a large abstract oil painting that hangs above the gallery and next to the art viewing room, titled "Jake in Montezuma Flower Garden."

Donnelly Library is home to an extensive fine art print collection, totaling over 1,500 prints, representing the history of Western Printmaking, and all schools and techniques from the old masters, including 16th century Durer woodcuts, to works by Goya, Whistler, Picasso, Matisse, and Chagall. The heart of the collection is the European Etching Revival Period from 1800 to 1920. The collection's existence and growth is thanks to donors Dr. Robert Bell and Sterling Puck, who began donating prints to Donnelly in 2001, for use by the Fine Arts Department's printmaking and art history classes as a teaching collection. Although we received no art donations this year, 1,775 pieces of art work have been donated in all.

We encourage all patrons, and especially our art students, to take advantage of the Library's collection of original print resources. Individuals can reserve time to meet with the Gallery library associate in the Library's Art Viewing Room to appreciate and experience the original artwork. The Library offers free art print lectures to students, staff, faculty, and the public. These are held in the Art Viewing Room on the second floor of the Library, from 4:00-5:00 p.m. on alternating Wednesdays. This year our Fine Arts Lecture Series comprised fifteen lectures, which included the viewing and discussion of original works of art. The Series lecturer is Dr. Robert Bell, Adjunct Professor of Art History at Highlands. Lectures were well-attended, with twenty people in attendance, on average.



Ray Drew Gallery and print viewing room on 2nd floor

Fall 2007 Fine Art Print Lectures

- Silkscreen prints of Phyllis Sloane
- Linocut, woodcut and wood engraving prints
- Albrecht Durer and early printers from the 1500s to 19th & 20th century—artists Thomas Moran, Ernst Kirchner, Erich Heckel, Eric Gill, and Gustave Baumann.
- Kathe Kollwitz—German expressionist printmaker
- Dry point Printmaking—William Lee-Henkey, Mary Cassatt, Joseph Pennell among other 19th & 20th century printmakers
- Etching and Lithography—Delacroix, Gericault, Whistler, & Toulouse-Lautrec.
- Marc Chagall's The Bible
- Purchase awards—Selection of student prints for the Highlands Fine Art Print Collection (held in Burriss Hall Print Studio)

Spring 2008 Fine Art Print Lectures

- Expressionist woodcuts
- Eric Gill, 1882-1940—British sculptor, typeface designer, stonecutter, printmaker
- Early Native American Silkscreen Prints
- Francisco Goya, 1746-1828—Spanish painter and printmaker
- Jose Guadalupe Posada, 1852-1913—popular Mexican printmaker
- New York Etching Revival
- Sir Anthony Van Dyck and Rembrandt Van Rijn—17th century printmakers

Periodicals:

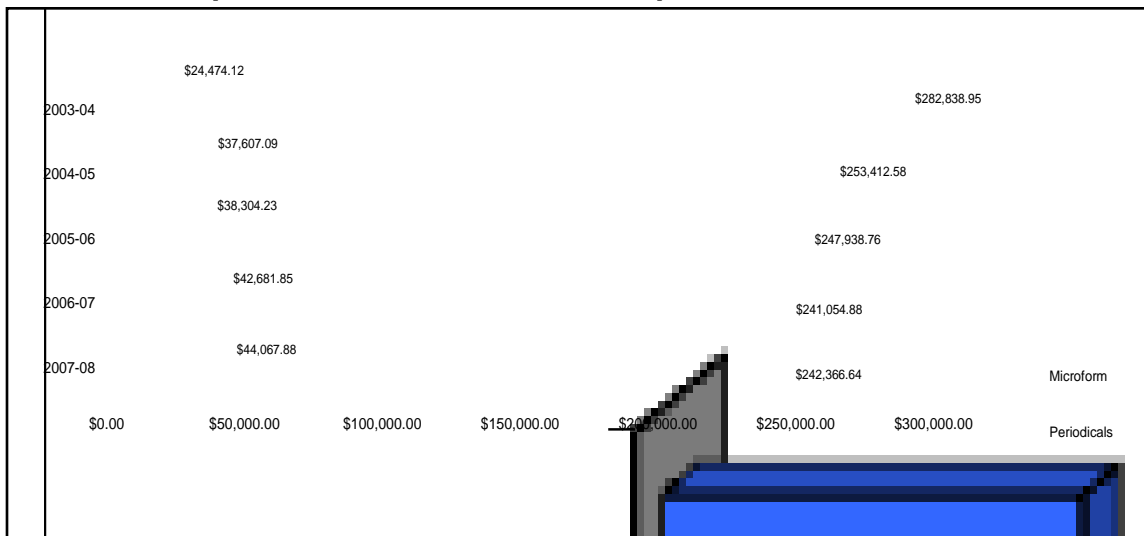
The goal of the Periodicals library technician and the collection development librarian is to maintain a quality collection of current and retrospective serial materials in all formats. This year we subscribed to 569 titles in print and 391 titles in microform. We attempt to offset rising inflation costs in periodical titles (on average, more than 12%, and sometimes as much as 18% of an increase) by canceling print and microform format when electronic format is available. In order to keep periodical expenses under control, the collection development librarian consulted with EBSCO (the main periodical subscription service for Donnelly Library) and various publishers throughout the year regarding options for subscriptions.

Priority is given to digital format over print because of its accessibility to off-campus students. Nevertheless, certain standard journals are maintained in both formats. All periodical requests are forwarded to our collection development librarian to determine if the requested items are on a discipline’s core or basic collection list. Faculty requests receive priority consideration, weighing cost and need. This year we began keeping logs on the print journals reshelved after viewing by patrons. The usage statistics from the logs assist us in determining which journals to continue or discontinue subscription.

Material	Description	Physical Holdings as of 6/30/2008
Periodicals	Individual volumes of bound journals and indexes	42,454
Microfiche	Individual microform/ microfiche sheets of journals and indexes	162,274
Microfilm	Individual reels of microfilm of newspapers, journals, & Special Collections material	22,063

The graph below represents periodical expenditures in print and microform formats for the past five years. To help alleviate the 12% + inflation rate for periodicals, cuts have been made to maintain a balanced budget overall. Figures were extracted from the NMHU Organizational Status Report.

Five Year Expenditures for Periodicals Department



Throughout the year, we evaluate the Periodicals area for ease of use by patrons and staff alike, sometimes necessitating lengthy and ongoing improvements. We spent \$2,311 this year to replace missing back issues of journals.

It is our goal that back-shifting of periodicals should be done on a daily basis, as well as relocation of the older issues of newspapers from the current shelving area to the storage room. Another responsibility of the Periodicals Section is to regularly maintain the microfilm readers and printers and to shift microfilm to accommodate new rolls.



Microfilm and Newspapers, 2nd floor

Incoming issues of journals and newspapers are checked into the Millennium system daily and shelved in Current Periodicals on the 2nd floor.



Work study student checking in journals

Another responsibility of the Periodicals Section is to process Highlands new Masters' theses. Throughout the semester, we receive the originals from the students, review them for accuracy of format, style, and the necessary accompanying paperwork from the academic department and the business office, mail the theses out to be copied and bound, arrange for them to be microfilmed, mail copies out to the student after receiving from the bindery, and finally, prepare our copy for cataloging. This year, the Periodicals Section reviewed, processed, and bound 34 theses.

INSTRUCTION

The library staff routinely conducts information literacy training sessions and library enrichment classes. We provide group and individual library instruction, as well as informational sessions for faculty, staff, graduate and undergraduate students. Each semester the librarians teach approximately 20 three-week library skills classes for the required Freshman Seminar credit course, First Year Experience. The major objectives of the classes are to familiarize beginning students with the services and resources at Thomas C. Donnelly Library; develop library skills that will give students the confidence to conduct research at any library; to provide bibliographic instruction; to provide search strategies for effective research using both online and print resources, and to inform students about the organization and location of resources at Donnelly Library and the services we offer, such as Interlibrary Loan. The classes involve interactive, hands-on learning, graded assignments, and a pre- and post-test to assess progress in their knowledge of library research skills. For the 2007-2008 fall, spring, and summer semesters, we taught approximately 600 incoming freshmen.



First-Year Experience Class, Lab 141

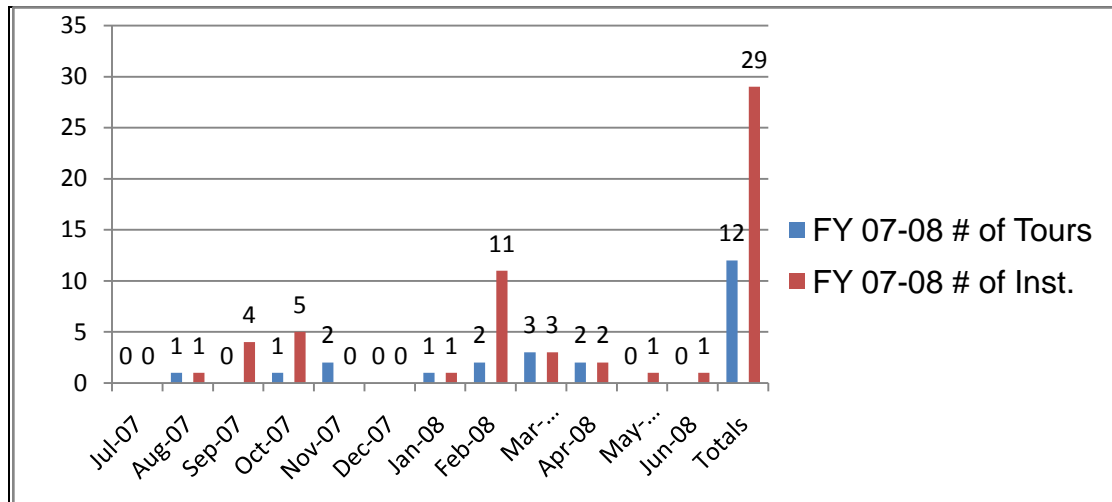
In addition, we provide library instruction and library tours to individual classes upon the request of faculty. Usually a one-time class, the instruction can be general in nature or be subject-oriented. Instruction covers how to locate books and articles, effective research strategies, familiarization with the library's OPAC, and searching techniques for electronic databases. Standard handouts cover Boolean searching, Library of Congress call numbers, and citation style guides.

Classes are usually held in one of the library's computer laboratories, but can also be given in department classrooms and labs. This year as in the previous year, for example, we gave a library presentation for Education students in the Education department's distance learning classroom using their ITV equipment. Students in Taos attended as well as on-site Highlands students. We are also happy to reserve lab space for professors who would like to instruct their own classes on library resources.

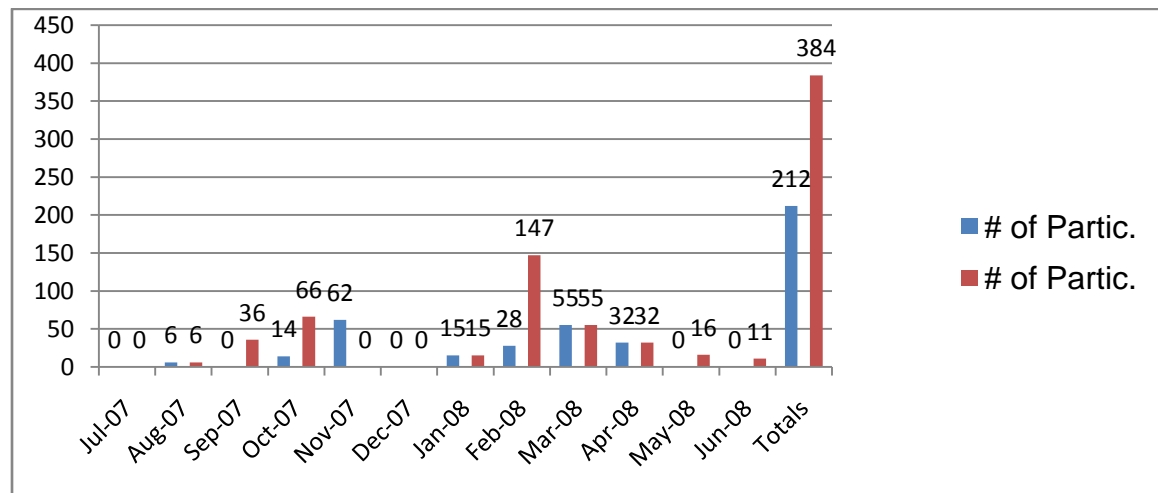
We have seen a 50% increase this year over last year in the number of tours, and 73% increase in the number of tour participants. Instructions are also up this year, with a 16% increase in number of classes, and an 11% increase in the number of class participants over last year. Below are the year's statistics for the specially requested library instruction and tours.

Tours/Instruction 2007-2008

Total # of Tours - 12	Total # of Instructions - 29
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Total # of Tour Participants - 212	Total # of Instruction Participants - 384
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Library classes are also given to non-Highlands students, and we attempt to tailor our classes to the specific needs of the group. This year, for instance, we provided a library tour and library instruction in Spanish to a group of United World College students, all native Spanish speakers from Latin America.

As in years past, we provide tours to high school students with the Gear-Up Program (college preparatory). The tours offer young students a quick introduction to the

academic library. Students from high schools in Taos, Espanola, Santa Fe, and Pojoaque had a chance to see what Highlands and Donnelly Library have to offer them.

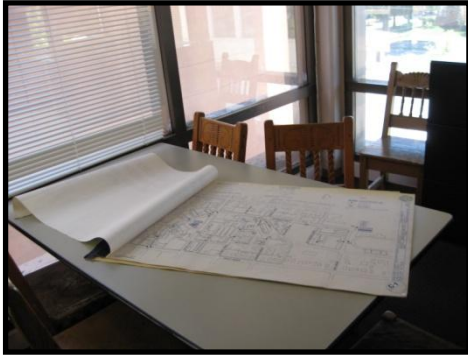


Northern New Mexico High School Students, Gear-Up Program

Public Services

Archives & Special Collections:

Archives & Special Collections are kept apart from Donnelly Library's general collection, and material from these collections is viewed in special viewing rooms for the convenience of researchers and the safety of rare or specialized materials.

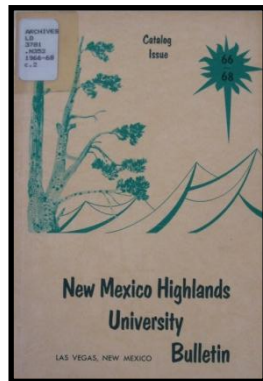


University Archives Room

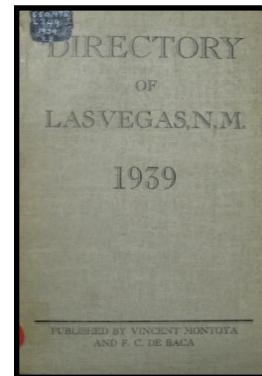


Special Collections Stacks

The University Archives Room contains approximately 308.65 linear feet of records. Some of the records date back to 1893, the founding year of Highlands University. The records are comprised of various formats which include: bound and unbound records, images, newspapers, publications, sound recordings, and computer media. Record groups are derived from the organizational structure of the university. Some record groups are currently empty.



From the University Archives: The 1966-68 New Mexico Highlands University Bulletin



From Special Collections: The 1939 Directory of Las Vegas, NM

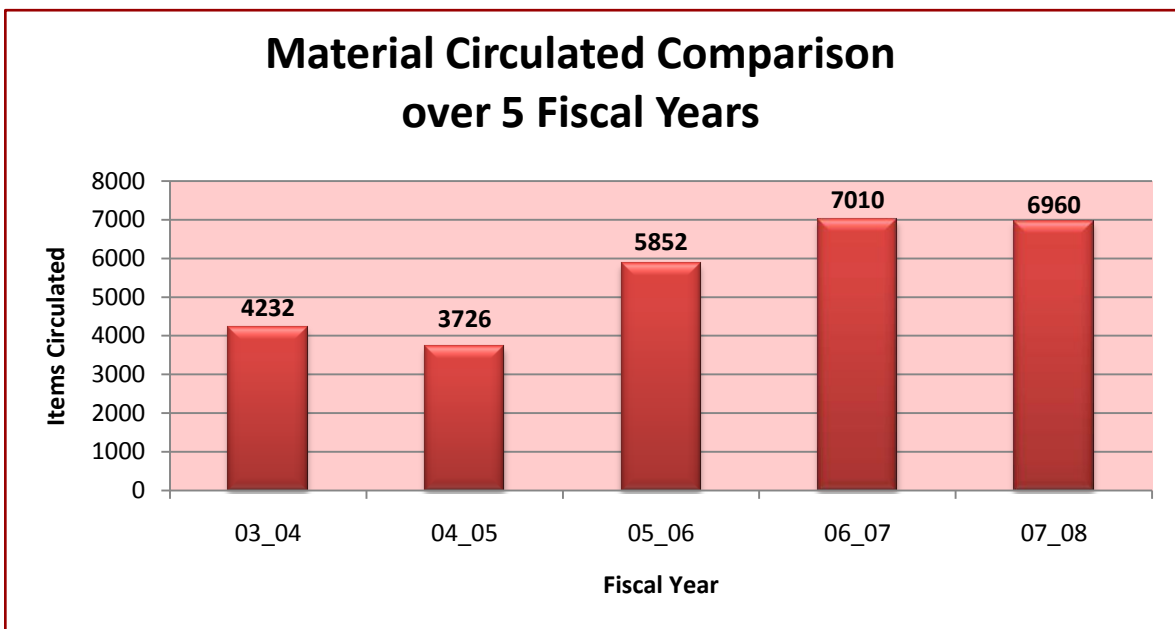
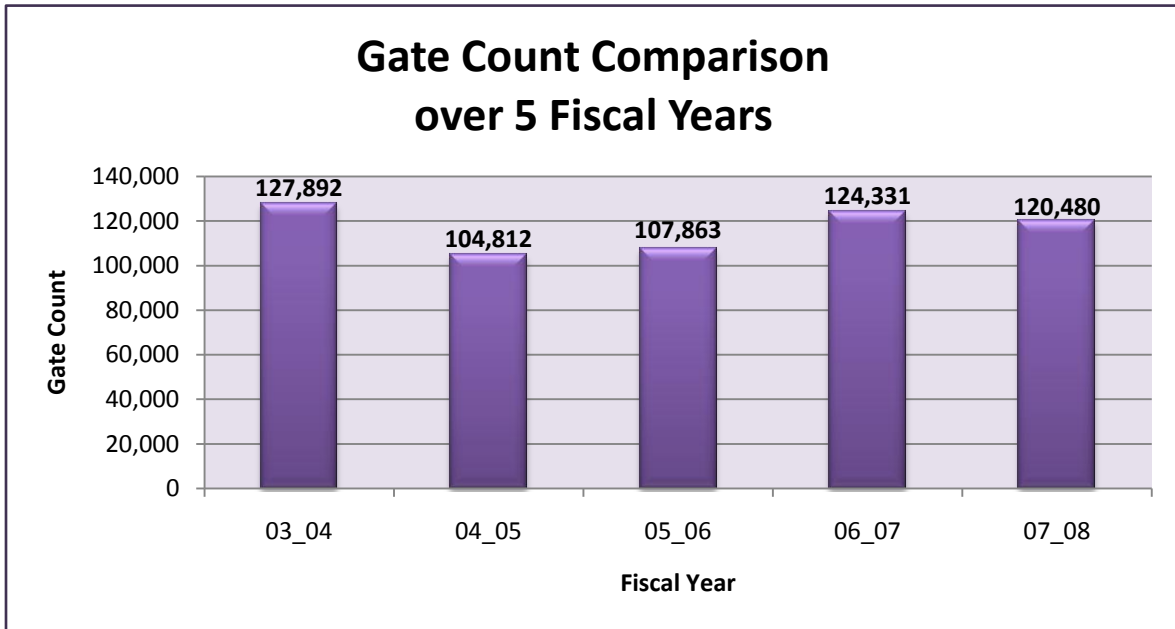
The archives viewing room is used for researchers using the archives. At times use of this room is off limits to researchers as various entities such as the NCA visiting team, state auditors, as well as university committees (Academic Affairs and Library Faculty) have requested to use this room. When the room is in use by these entities, arrangements are made to accommodate researchers.

Special Collections contains rare books, books on regional history and culture, historic photographs, and land grant documents. This year we purchased a 10-drawer, 43" x 32," map cabinet and archival map folders for the preservation of our existing maps and future map purchases.

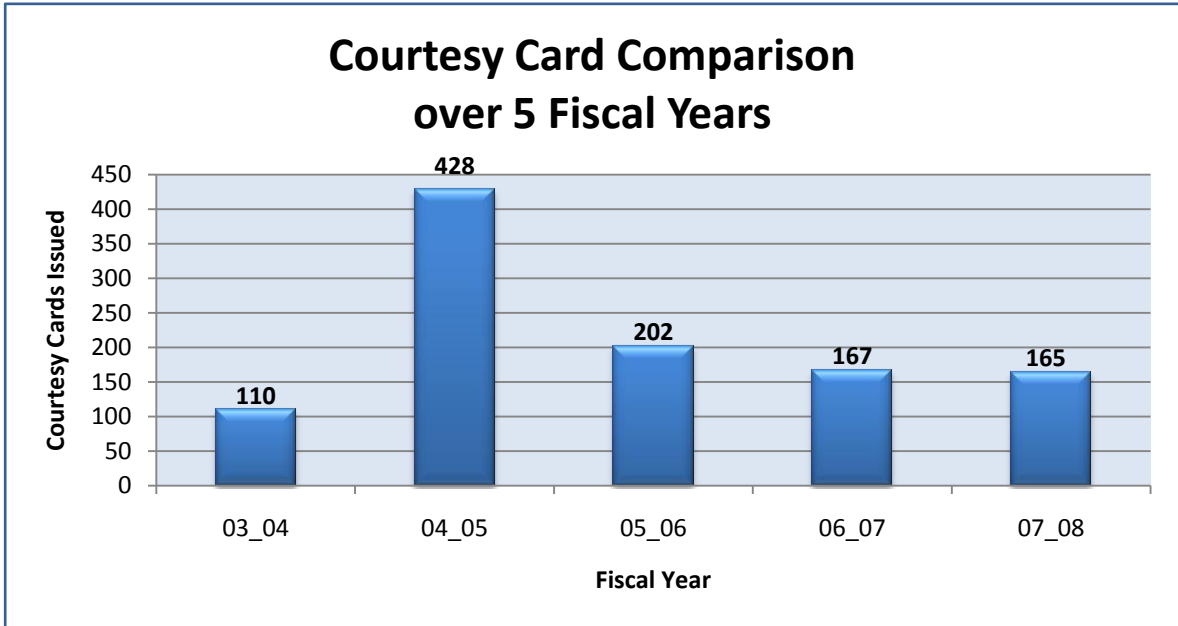
Circulation:

The Circulation Section is responsible for facilitating the flow and control of materials check in and out of the Library.

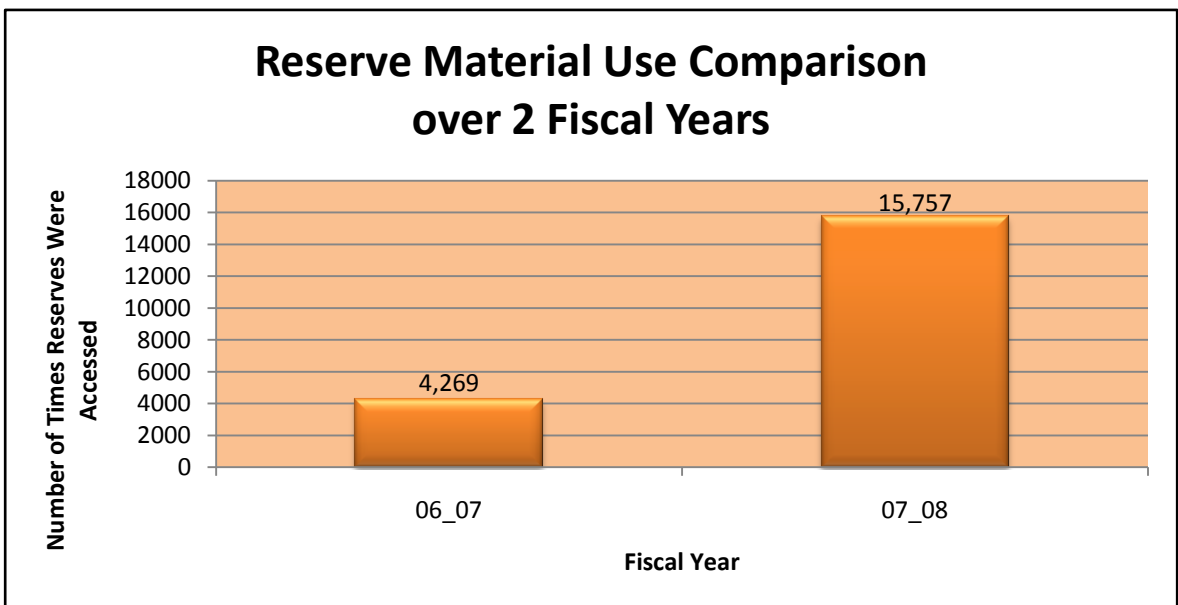
The gate count measures the number of people who enter the physical library; it is important to note that the gate count does not include the amount of people who access library materials and services through the Library’s website. Donnelly Library has seen a 3.1% decrease in the gate count and a 0.7% decrease in the number of materials circulated from FY2006-2007 to the FY 2007-2008.



Donnelly Library serves the Las Vegas community by issuing courtesy cards to area residents, NMHU alumni, NMHU faculty emeriti, NMHU retired staff, United World College students, and Luna Community College students. The number of courtesy cards issued has decreased by only two cards from FY 2006-2007 to FY 2007-2008.



Electronic reserves were first offered in the fall of 2006. Material on e-reserve is available to students 24 hours a day, seven days week through the Library's password protected website. The chart below shows the total number of times reserve material, both electronic and physical, was accessed. The dramatic increase from FY 2006-2007 to FY 2007-2008 is primarily due to an increase use of electronic reserves.



Exhibits and Events:

Donnelly Library attempts to best serve Highlands’ students, faculty, and staff. Public Service staff coordinates activities that bring public awareness to the Library and its services. During FY2007-2008, Donnelly Library hosted several exhibits and events to encourage library use.

Public Service staff maintains several ongoing displays to promote the use of library materials. These ongoing displays include a new books display, to draw attention to the new acquisitions of the Library; a DVD & VHS display, to highlight both old and new material; and a children’s books display, to call attention to the Library’s juvenile collection.

In addition to these standing exhibits, Public Service staff also organizes special exhibits in the front entrance exhibit cases. The exhibit cases in the library lobby provide a prominent place to show selections from the Library’s holdings and from outside organizations. Highlights from this fiscal year include exhibits on the Day of the Dead, Highlands University's Past, and tourist attractions of New Mexico.



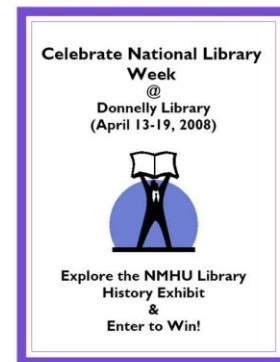
From left to right: Day of the Dead Altar in Front Exhibit Cases; Detail of Altar

At the beginning of the spring and fall semesters, the Library welcomes back students with snacks, signs, and promotional items. The Library strives to be a welcoming place for both new and returning students, faculty and staff.

Public Service staff represents the library at new student orientations during the summer and at college nights during the year in order to promote the library to new and prospective students.

The library also hosted several events this fiscal year including Brown Bag lunches on Social Software run by Cheryl Zebrowski (see page 8 for more information) and on copyright concerns led by lawyer Annabelle Quintana of PNMR Services Company.

National Library Week, April 13-19, 2008, was a weeklong event celebrating libraries. All week, promotional items were distributed at Donnelly Library. Promotional items included free pens, pocket calendars, and bookmarks. Highlands's Mariachi Vaqueros de la Sierra performed on Wednesday of the week. The Mariachis have traditionally helped Donnelly Library celebrate this week. An exhibit of the history of libraries at Highlands University was on display in the front exhibit cases. The exhibit focused on the three building that housed the university's library: Springer Hall, Rodgers Hall, and Donnelly Library. A prize drawing encouraged students to explore the exhibit. In order to enter the exhibit, patrons had to take a question about the exhibit, explore the exhibit, and return their answer to the circulation desk.



National Library Week Flyer

Public Service staff also spent FY 2007-2008 planning exhibits and events for the coming year. One of the big events for FY 2008-2009 is a reading and discussion series called "Let's Talk About It!: Jewish Literature." April J. Kent was awarded a \$2,500 grant from the American Library Association and Nextbook to organize this series at Donnelly Library. Ms. Kent attended a training program for this series in April. The discussion group will start in the fall of 2008.

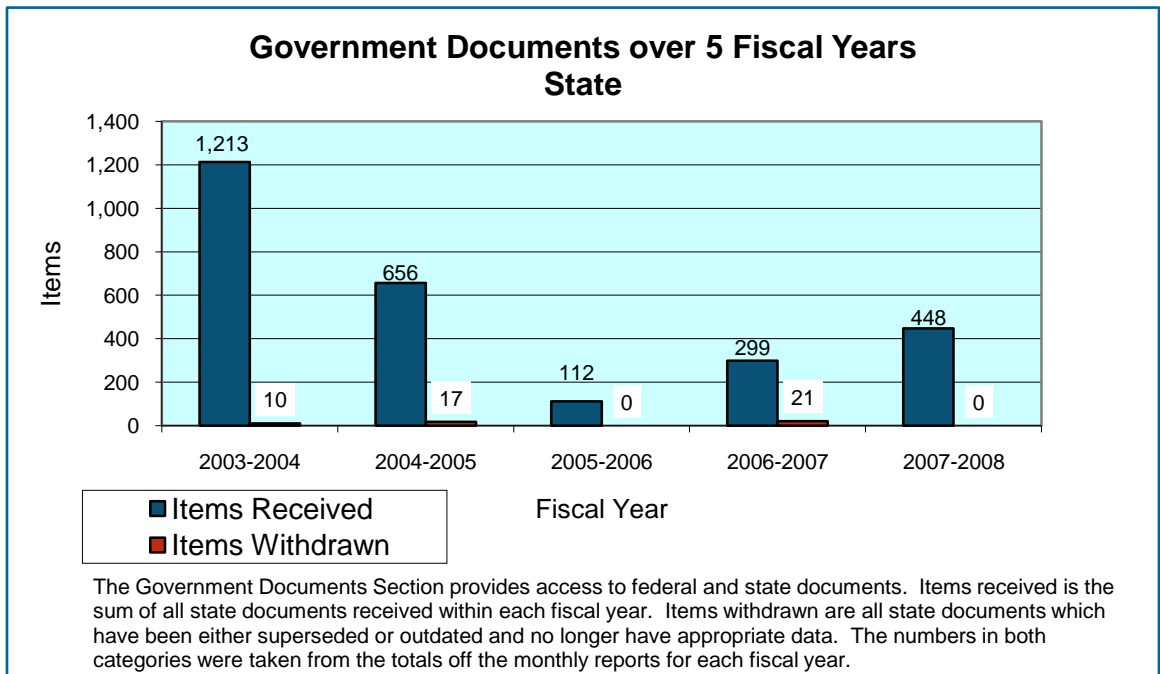
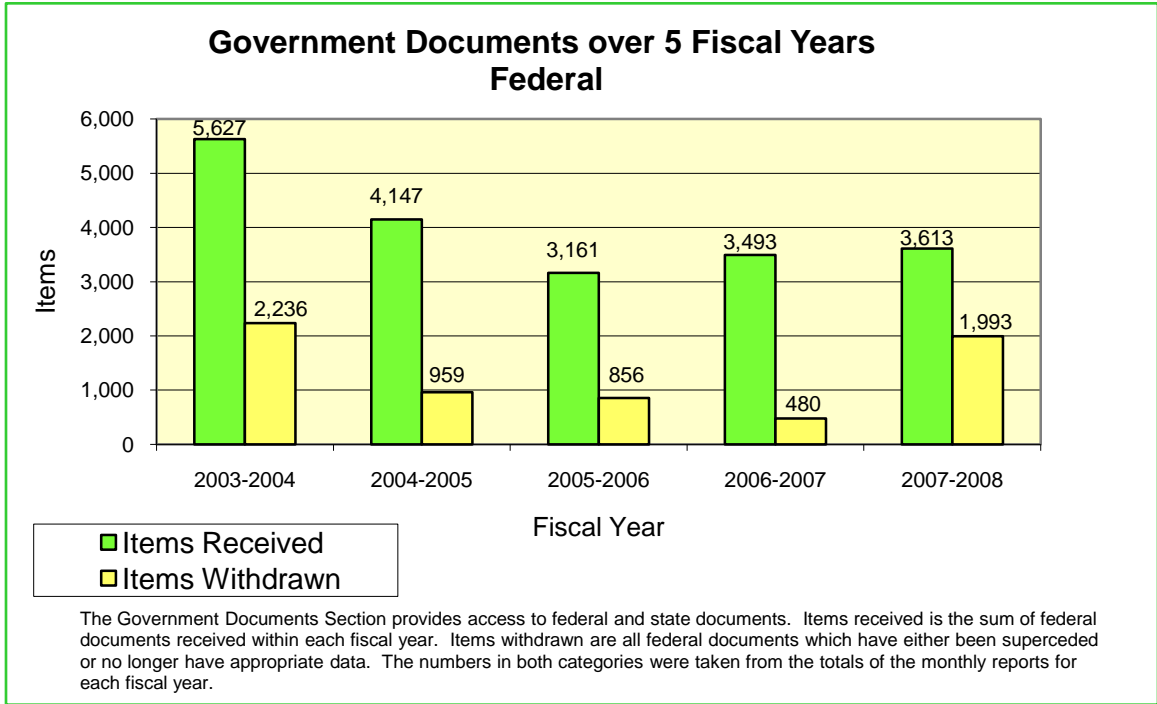


Mariachi Vaqueros de la Sierra performance for National Library Week

Government Documents:

The Government Documents Section makes every effort to identify and implement changes to simplify the process of accessing government documents and other library materials. The Government Documents staff has made themselves available to help patrons within the federal and state document areas, as well as the current, bound, and microform collections.

The Government Documents Section is a selective depository of federal documents and a full depository of state documents. During FY 2007-2008, 3,613 federal documents and 448 state documents were added for a total of 4,061 documents.

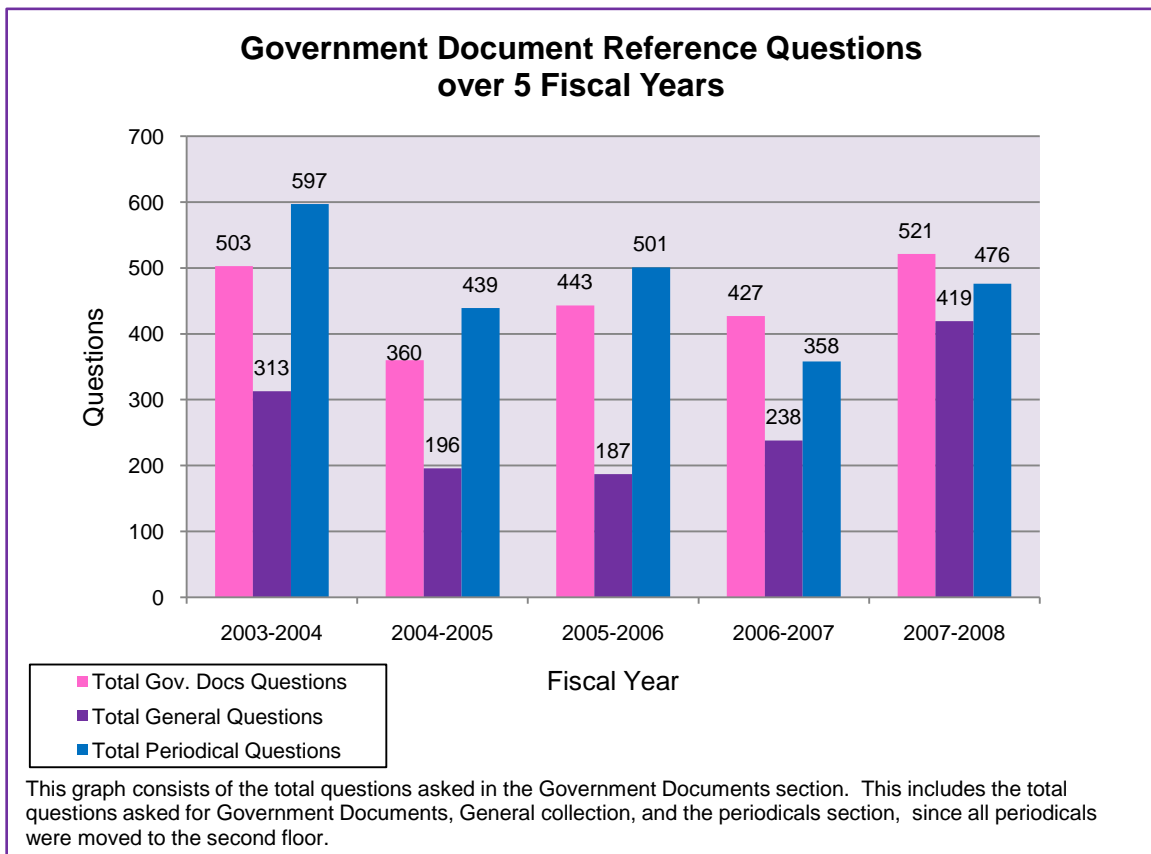


Government Documents staff received and processed 7 out of 9 boxes of New Mexico mail. This includes transferring the OCLC record into the OPAC system and other cataloging required. Of this material 96% to 99% of New Mexico documents have been cataloged.

Within the Government Documents collection, staff extensively shelf read, clean, and weed the government documents and maps. Government Documents staff completed organizing and superseding the Government Documents Ready Reference Section.

In order to maintain updated information in both print and electronic formats, the Government Documents Information pamphlet, and web URLs are reviewed regularly for currency.

The total number of reference questions received at the Government Documents Information Desk for FY 2007-2008 was approximately 1,416. This is a 38.4% increase from FY 2006-2007. Of these questions approximately 476 concerned periodical questions; periodicals are housed on the same floor as government documents and government documents staff often help patrons with them. Approximately 521 of the questions directly concerned government documents.

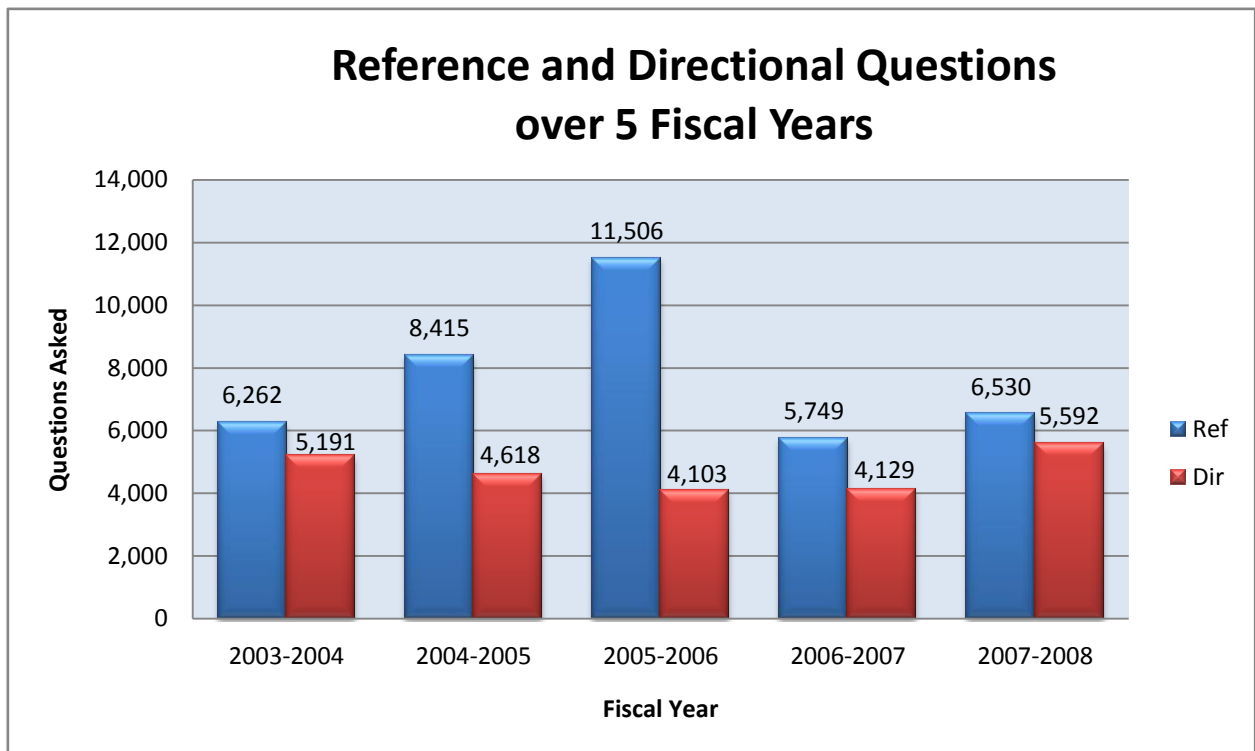


Reference:

The Reference Section provides information services to support the academic and research needs of the university community and the surrounding community. The reference desk is staffed by either professional librarians with MLIS degrees or by library associates with bachelor degrees. Reference service is available for over 95% of the hours that the Library is open.

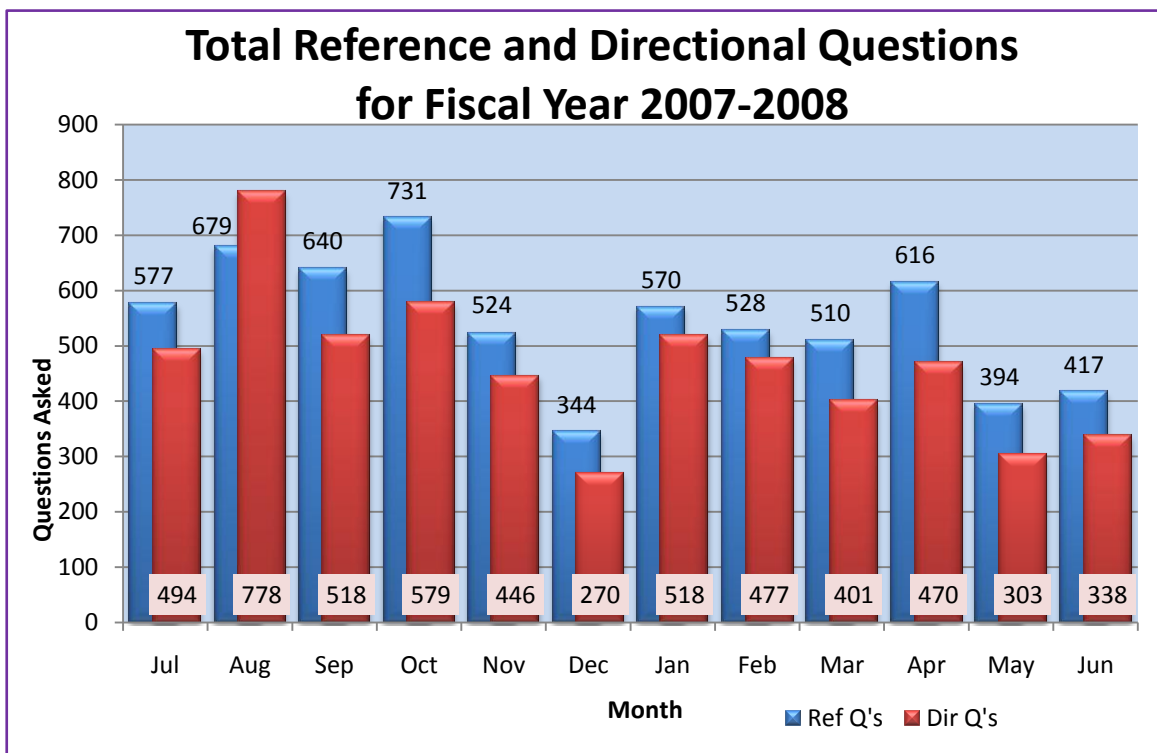


Reference questions are answered in person at the reference desk, by phone, and by email. Email reference questions are sent to the general reference email address, libinfo@nmhu.edu, and to individual library staff members.



The total number of questions received at the reference desk for FY 2007-2008 was 12,122, an increase of 22.7% from the previous fiscal year. The earlier decrease in questions from FY 2005-2006 to FY 2006-2007 reflected a difference in the way reference staff tallied questions, not a real, significant decrease in the number of questions asked at the reference desk. Regular meetings of reference staff have ensured that questions are tallied in a standardized way. Thus the current increase from FY 2006-2007 to FY 2007-2008 shows a real increase in the number of questions asked.

The figure below provides a breakdown of questions asked by month. During the fall semester, October was the most active month for reference questions. During the spring semester, April was the most active month for reference questions. The spike in reference questions was later than usual this fiscal year.



August is the most active month for directional questions (where materials are located, where the bathrooms are, etc.) with the influx of new students at the beginning of the new academic year. More directional questions are asked during the fall semester than during the spring semester as new students become familiar with the Library and the campus as a whole.

The biannual assessment of library services was conducted during the fall 2007 semester and the spring 2008 semester. The surveys were distributed earlier than in the past in order to get a greater response. The surveys were also made available electronically through self-service banner in order to get a greater response. When distributed in paper alone in spring 2007, 57 patrons responded. When distributed electronically and in paper in fall 2007, 424 patrons responded. This greater response gives library staff more feedback to work with.

Library Assessment Reports are now available on the university's Online Documents Webpage.

In addition to the formal surveys, the Public Service staff continues to listen carefully to patrons' questions and suggestions in order to improve library services.

Rio Rancho & Off-Campus Library Services to External Programs

Library services are provided for off-campus clients through the Assistant Librarian for External Library Programs who oversees a small, physical library at the Rio Rancho Center. She promotes library services, particularly the use of online subscription databases through course-related library instruction sessions. Instruction takes place on location and virtually through email and telephone. The Assistant Librarian in addition, oversees Interlibrary Loan (ILL), Document Delivery Services (DDS), and Electronic Reserves.



Circulation & Collections:

184 items were added to the NMHU Rio Rancho Library during 2007-2008. This included 145 books, 31 video titles, as well as 8 journal subscriptions. 165 items circulated from the Rio Rancho collection during the academic year. Two wireless laptops were purchased and are available for patrons to use in the library. These laptops supplement the seven PCs already in the library and are an appreciated asset when all of the other PCs are in use during busy times.



Electronic Reserves:

Electronic Reserves, introduced Fall 2006 at Main Campus and Spring 2007 at Rio Rancho, were implemented to provide all students, on-campus and off-campus, with access to reserve materials 24/7. The Docutek software was chosen because of its functionality, ease of use and continual improvements. A particularly helpful feature is its ability to track and comply with copyright issues in relation to the electronic reserves.

Donnelly Library Circulation staff continues to manage the Electronic Reserves process at the Main Campus. Raymond Chavez continues to be instrumental in planning and implementing the service there. For 2007-2008, 48 course reserve pages and 37 faculty accounts were created. A total of 611 documents were added to the system. Electronic Reserves were used by students and faculty at main campus, Rio Rancho, Albuquerque, Roswell, Clovis, Farmington, Artesia, Clovis, and Espanola.

Interlibrary Loan Services from Main Campus:

The fundamental purpose of Interlibrary Loan is to obtain materials, not available at Donnelly Library, from other institutions and to provide quality service to our cliental in order to aide and support them in their areas of research. The ILL Lending Section is to provide materials to those libraries whose resources have been exhausted. We are grateful to have Ying Griego as a new employee of the Interlibrary Loan Department. She has impacted services in a positive manner.

In resource sharing with other libraries and other institutions the following activities have taken place from July 2007- June 2008. Compared to the previous year, NMHU libraries are borrowing less from other libraries while lending more of our materials to them.

Borrowing:

Requested initiated.....	2,286
Request filled.....	1,907
Requested unfilled.....	363
Percentage of filled.....	83%

Lending:

Requests received.....	2,625
Requested filled.....	1,212
Requests unfilled.....	1,416
Percentage of filled.....	46%

One of the library's resources available to faculty, students, staff, and university community via the Donnelly Library web site is the online request form for books and articles. The ILL online versus the ILL paper-form (walk-in requests) shows that although the online requests have decreased from 1,539 in 2006-07 to 1,263 in 2007-08 with a percentage of 82%, the online requests continue to dominate over the paper form. There has been very little change in the number of walk-ins from 653 in 2007-08 to 649 in 2007-08 with a percentage of 99%. A few reasons for the decline in borrowing requests is that last year we had a large number of graduate students who each requested anywhere from 10 to 20 items per week. Most of the students graduated last year and have left NMHU. In this day and age, we have a lot more electronic resources available to serve our patrons. The library collection has not really grown in volume; but, with the weeding of old books and replacing them with newer publications our patrons' needs are better met.

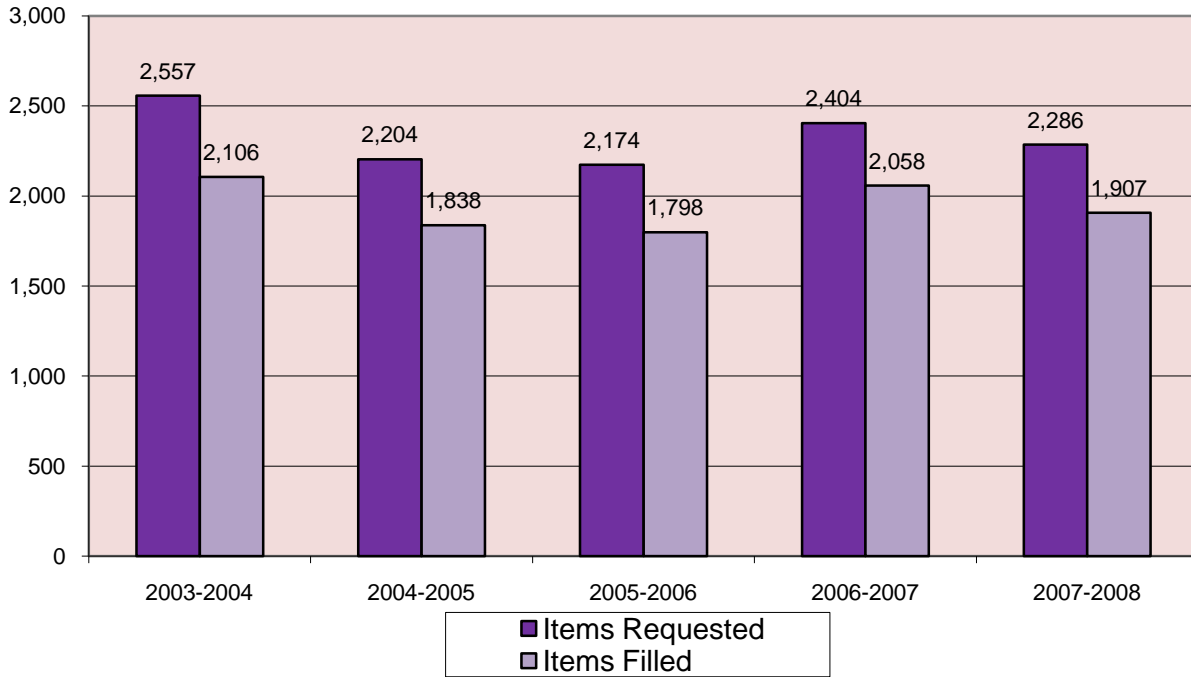
The Reference and circulation staff continues to be very helpful to patrons when processing request forms and assisting patrons when picking up materials at the reference desk. Paul continues to be instrumental in verifying all requests as well as searching for the OCLC record to speed up the ordering process. He is very helpful in locating books and articles for our patrons when held in the library. His main source of patron notification is through e-mail. All transactions are being done in a timely manner. Raymond continues to be very helpful with the scanning of articles and emailing them to Deb. and other external program clientele. In the evening, before closing the library, Raymond makes sure that all books returned are brought up to the ILL office.

Technology continues to play an essential role in the department. For the next fiscal year, we are working toward acquiring a new software application called ILLiad. This will be a great improvement for ILL because it has many advanced features. It will allow multiple tasking and a closer integration of the ILL department's workflow and operating procedures. ILLiad also has a feature called Odyssey which integrates with the Ariel software. It has the capability of sending an article directly to a patron via e-mail; plus many more enhancements.

The other two software programs used in ILL are CLIO and ARIEL.

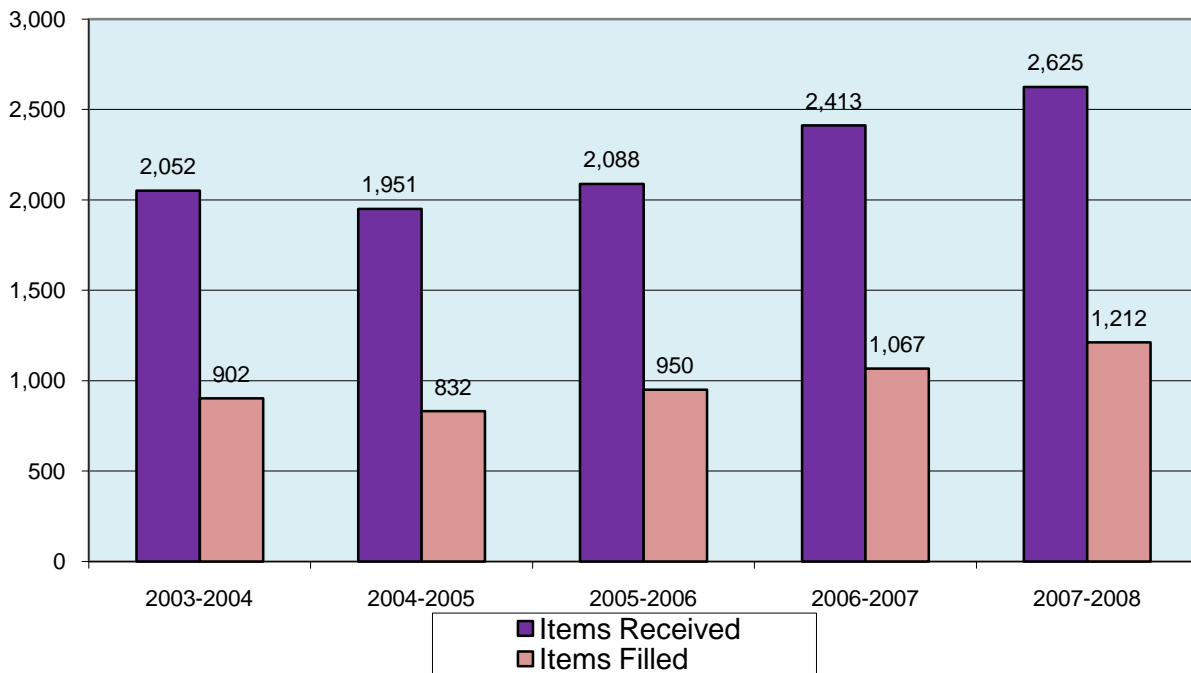
- Clio's upgrade to 5.5 continues to work very well. When MS Office 2007 was installed in our main computer Clio did not work; because, it was not compatible to MS Office 2007.
Clio has been upgraded to work with MS Office 2007 software.
- Ariel software (4.1) continues to provide a tremendous service to our patrons as well as meeting other library's needs.

BORROWING ACTIVITY



The ILL Borrowing Section's purpose is to obtain materials not available at Donnelly Library. The number of ILL requests have decreased because we have more electronic resources and more books available for faculty and students. Our Millennium database has received an upgrade and is more accurate.

LENDING ACTIVITY

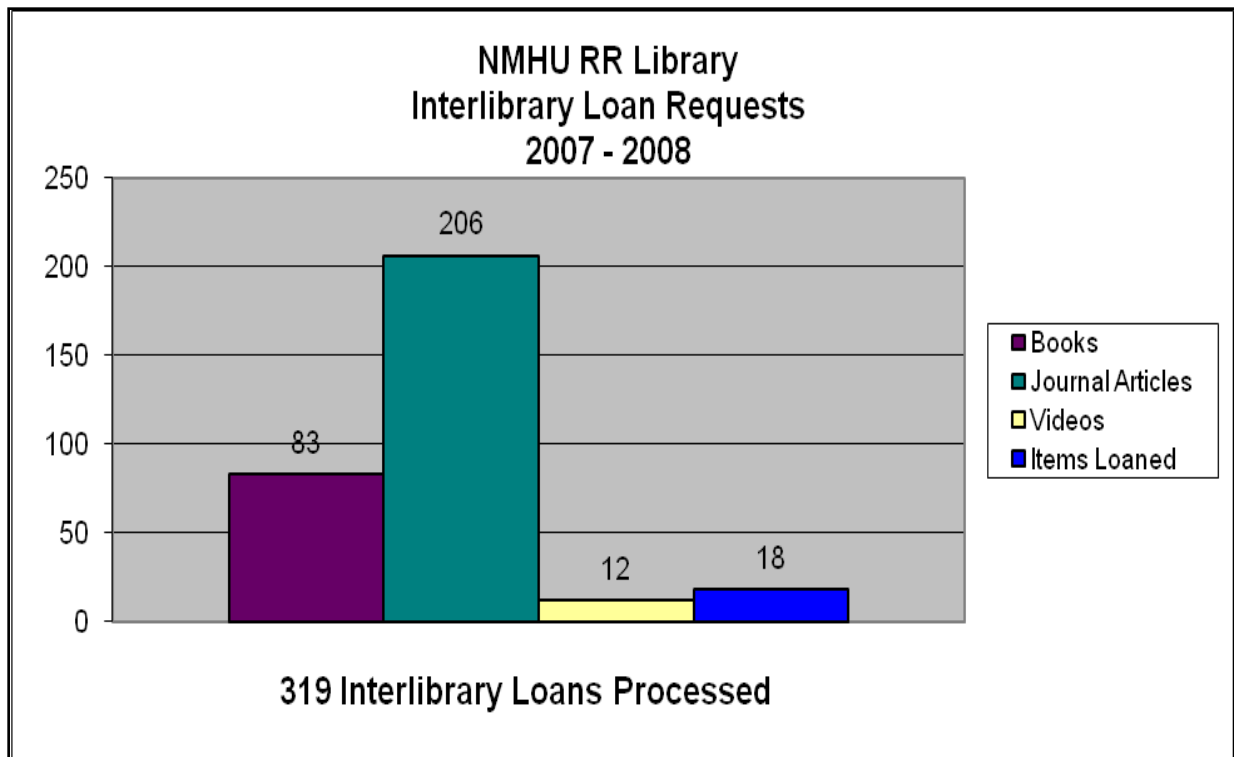


The ILL Lending Section's purpose is to provide materials to those libraries whose resources have been exhausted. The percentage of filled has increased from about 44% in 2003-04 to about 45% in 2007-08 because we have more electronic databases available that display our large number of online periodical titles.

Interlibrary Loan & Document Delivery Services from Rio Rancho:

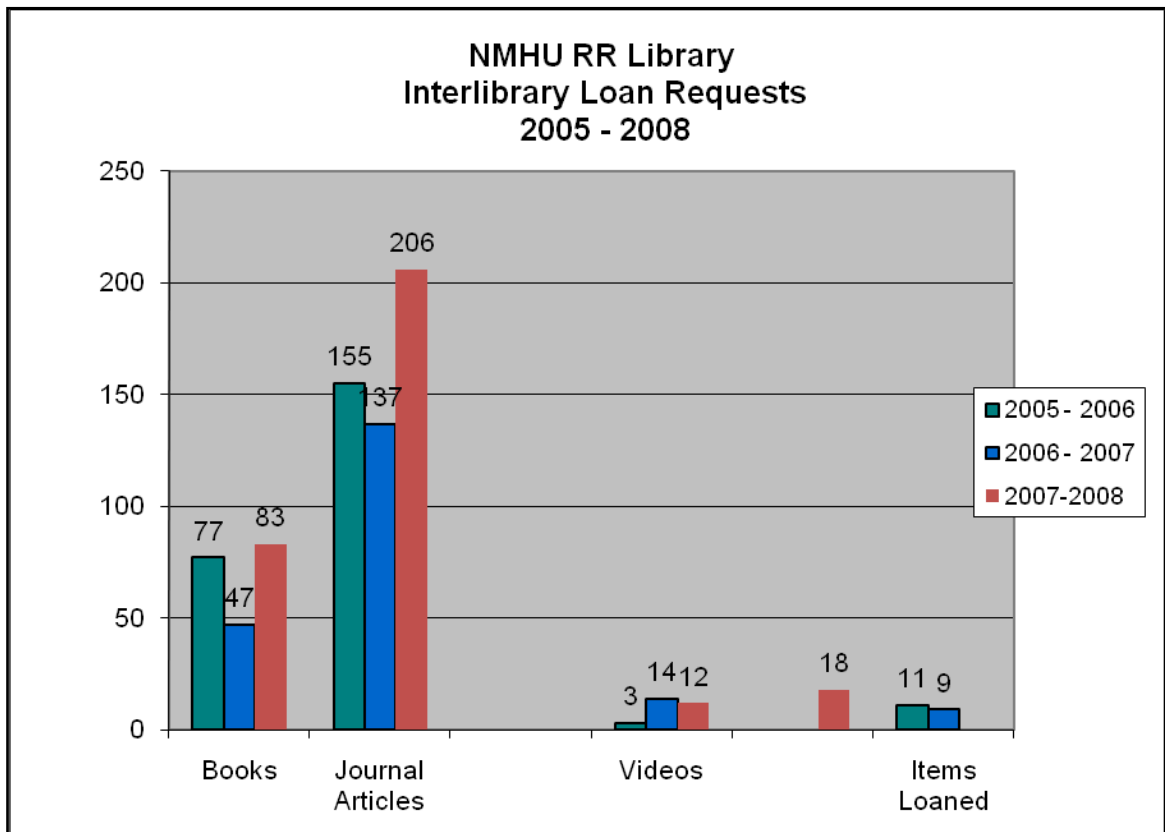
Interlibrary Loan and Document Delivery requests are received and processed from the Rio Rancho Library, and delivered directly to Rio Rancho patrons and other clientele. The Interlibrary Loan staff and the Reference staff at the Donnelly Library are quick to respond to requests for material that is owned by the main library. The total number of Interlibrary Loan requests processed from Rio Rancho increased from 207 in 2006-2007 to 319 in 2007-2008.

Students and faculty in the Albuquerque area have the advantage of accessing materials at the UNM Libraries using Library Passports, a reciprocal borrowing agreement by the New Mexico Consortium of Academic Libraries.



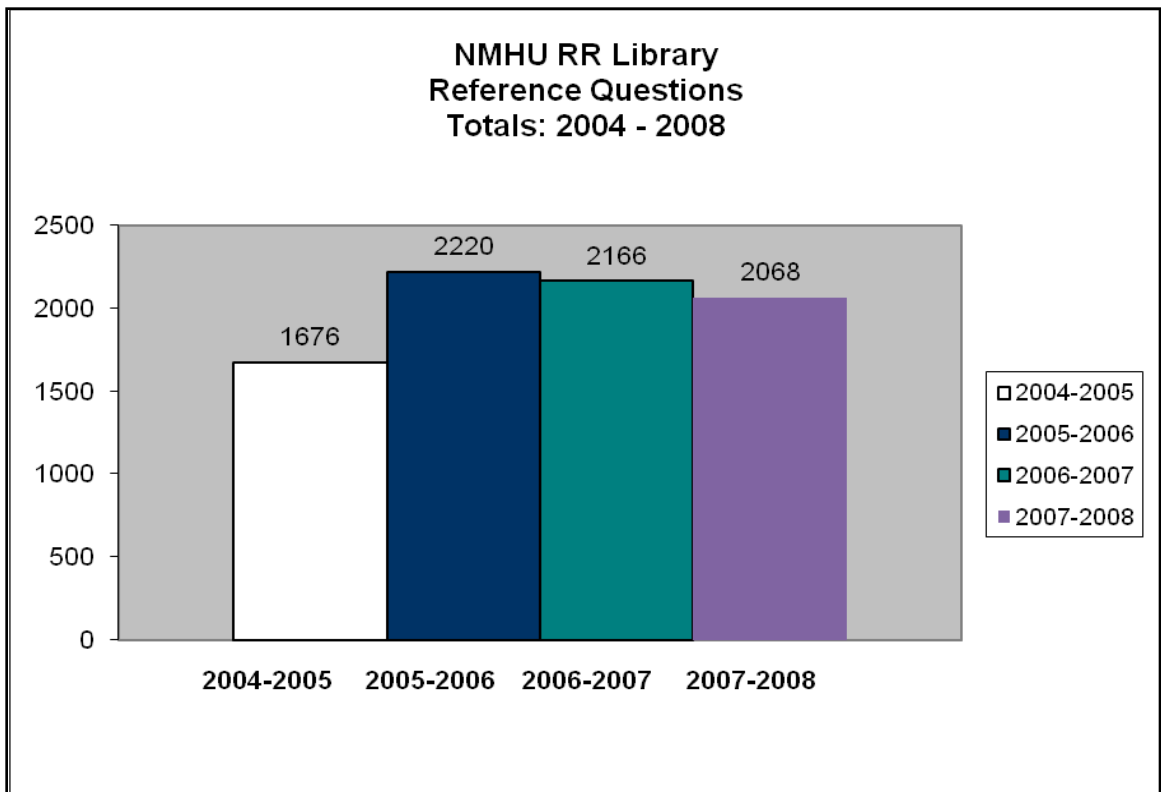
In 2007 – 2008, the number of requests for journal articles from OCLC, and for journal articles from our document delivery providers, has continued to increase. As a result of the increase in the use of Document Delivery Services by NMHU faculty conducting research, the library has added an additional document provider and doubled the budget for this service.

The number of Rio Rancho items loaned to other libraries increased during 2007-2008.

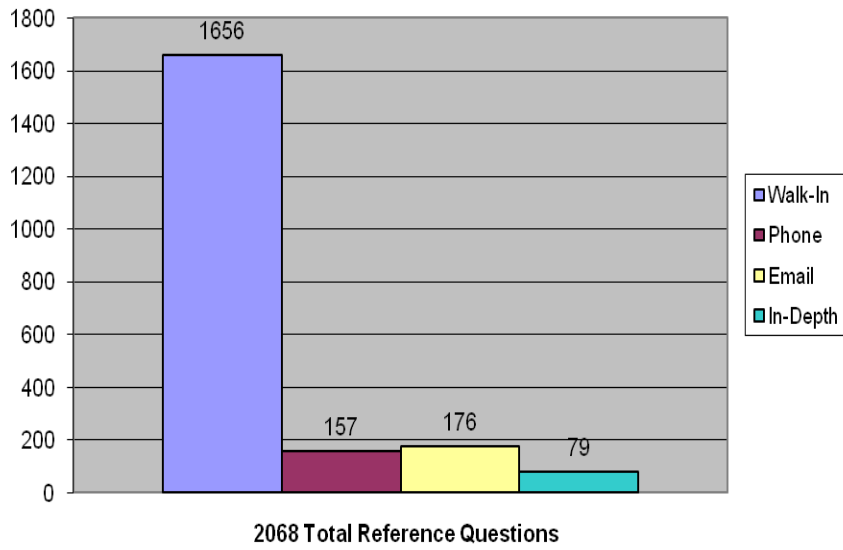


Reference/Research:

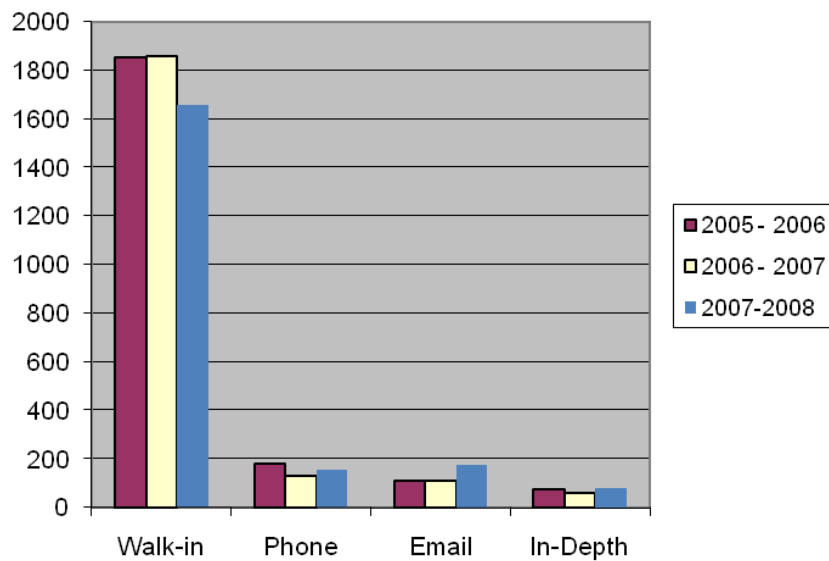
The volume of reference questions has remained steady during 2007-2008. Questions received by email increased from 113 in 2006-2007 to 176 in 2007-2008.



NMHU RR Library
Reference Questions
By Type: 2007 - 2008



NMHU RR Library
Reference Questions
By Type: 2005 - 2008



Class Instruction:

Throughout the year, the Assistant Librarian at Rio Rancho provided classroom instruction to Social Work, Education and Business classes at the Rio Rancho location. Instruction covered the access and use of electronic resources; especially subject-specific databases and full-text, electronic journals. Students and faculty also learned of the availability of other services such as Electronic Reserves, Library Passports, and Interlibrary Loan. The Assistant Librarian at Rio Rancho plans to extend this service to Social Work students and faculty at the recently opened Albuquerque location.

Similar on-site instructional sessions were provided to NMHU Roswell and Clovis clientele in September of 2007 and to Farmington students and faculty in April 2008.



Thomas C. Donnelly Library

Library Statistics – FY 2007-08

Book Holdings	168,982
Audiovisual/CD ROM (1,039 audiovisual, 172 cd rom)	1,211
Circulated Items (volumes).....	6,960
Electronic Books	40,191
Journal Subscriptions (electronic full-text)	32,422
Government Documents	223,319
Instruction/Tour Sessions (29 instructions, 12 tours).....	41
Instruction/Tour Sessions Participants: (387 instructions, 215 tours).....	602
Journal Subscriptions (569 print, 240 microform)	809
Library Web-Site Visits	76,275
Manuscripts and Archives (linear feet)	308.65
Microforms	186,907.1
Patrons	120,480
Reference Transactions (6,530 reference, 5,592 directional)	12,122
Resources Borrowed from Other Libraries	1,907
Resources Lent to Other Libraries	1,212
Semester Hours Open (per week)	80.5
Staff FTE – (5 professional, 7.2 library associates, 4 library technicians, 2 secretarial/clerical)	18.25
Work Study Students FTE	6.6
Volumes (all formats)	622,873.1
Web-Site Availability	24/7

Rio Rancho & External Programs

Library Statistics – FY 2007-08

Book Holdings:	1152
Circulated Items (volumes):	165
Electronic Books:	<i>Available through the Main Library's Web-site</i>
Journal Subscriptions (electronic full-text):	<i>Available through the Main Library's Web-site</i>
Government Documents:	<i>Available through the Main Library</i>
Instruction Sessions:	24
Instruction Sessions Participants:	<i>Approximately</i> 420
Journal Subscriptions (print)	26
Library Web-Site Visits:	<i>Statistics Unavailable</i>
Manuscripts and Archives (linear feet):	N/A
Microforms:	<i>Available through the Main Library</i>
Patrons	N/A
Reference Transactions	2,068
Resources Borrowed from Other Libraries	301
Resources Lent to Other Libraries	18
Semester Hours Open (per Week):	40
Staff FTE – 1 professional	01
Volumes (all formats):	<i>Part of Main Library's Holdings</i>
Web-Site Availability:	24/7

New Mexico Highlands University Libraries
Thomas C. Donnelly – Main Campus
Rio Rancho Branch
External Sites Library Services

Affiliations

AGREEMENTS - EXTERNAL ACADEMIC PROGRAMS

New Mexico Junior College, Pannell Library, Hobbs
San Juan College, Library, Farmington
Santa Fe Community College, Library, Santa Fe
Northern New Mexico Community College, Library, Espanola

ASSOCIATIONS

American Library Association (ALA)
New Mexico Library Association (NMLA)
AMIGOS Library Services
New Mexico Book Association

CONSORTIUMS

Llano Estacado Information Access Network (LEIAN)
New Mexico Consortium of Academic Libraries (NMCAL)
New Mexico Consortium of Bio-Medical and Hospital Libraries
LIBROS Consortium of New Mexico Libraries

USER GROUPS

Innovative Interfaces, Inc. (III) – Associate Member

NOTE: Individual folders with specifics for the above mentioned, are available for review in the Library's Administrative office files.

New Mexico Highlands University Libraries
Thomas C. Donnelly – Main Campus
Rio Rancho Branch
External Sites Library Services

STAFF ACCOMPLISHMENTS

Conferences Attended:

- New Mexico Library Association Mini-Conference, Las Vegas, New Mexico – held October 11-12, 2007 – *All Library Staff*
- New Mexico Library Association Annual Conference, Las Cruces, New Mexico – held April 9-11, 2008 – *Aragon, R.*
- Off-Campus Library Services Conference, Salt Lake City, Utah – held April 23-25, 2008 – *Perlow, D.*
- Land and Water Institute Conference, Las Vegas, New Mexico – held May 19-20, 2008 – *Sims, L.*

Meetings Attended:

- NMCAL Library Directors Retreat – August 2-3, 2007, Socorro, NM. – *Aragon, R.*
- NMCAL Legislative Committee – Met with Kurt Steinhaus, Education Advisor to the Governor (10/9/07), Reed Dasenbrock, NMHED Cabinet Secretary (10/29/07), Linda Kehoe, LFC Principal Analyst (11/20/07), and NMICC Presidents (11/8/07) – *Aragon, R.*
- ACBSP Accreditation Team Visit – October 15, 2007, Las Vegas, NM – *Aragon, R.*
- NM Senate Finance Committee – January 10, 2008, Santa Fe, NM – *Aragon, R.*
- Library Legislative Day, State Capitol Building, Santa Fe, NM – January 24, 2008, – *Aragon, R., Broughton, L., Kent, A., Perlow, D., Quezada, B.*
- LIBROS Annual Meeting, UNM Zimmerman Library – held May 20, 2008 in Albuquerque, New Mexico – *Broughton, L., Perlow, D., Zebrowski, C.*
- New Mexico Bond for Libraries Steering Task Force; 7 meetings attended – Committee Member: *Aragon, R.*
- NMCAL Executive Board; 2 meetings attended - Chair: *Aragon, R.*
- NMCAL – Legislative Committee; 7 meetings attended – Chair: *Aragon, R.*
- New Mexico Funding Enhancement Task Force’s Sub-Committee for Cost of Libraries; 2 meetings attended – *Aragon, R.*
- NMLA Mini-Conference Planning Committee; 2 meetings attended – *Aragon, R., Broughton, L., Kent, A., Zebrowski, C.*

Workshops Attended:

- Accreditation Practices – Presented by Karen Soloman, Assistant Director for Accreditation Services, Kennedy Lounge, Las Vegas, NM - September 28, 2007 – ***Aragon, R., Kent, A.***
- Copyright Brown Bag with Annabelle Quintana, attorney for PNM , January 31, 2008, Ivan Hilton Science Building – Arranged by Donnelly Library for Highlands faculty, – ***Aragon, R., Broughton, L., Kent, A., Perlow, D., Zebrowski, C.***
- Let’s Talk About It!: Jewish Literature Training Workshop – held April 2-3, 2008 in San Francisco, California –***Kent, A.***
- Millennium training on lists at LIBROS Annual Meeting, UNM – held May 20, 2008 in Albuquerque, New Mexico – ***Broughton, L., Perlow, D., Zebrowski, C.***
- Social Software in Libraries – ***Zebrowski, C.***
- Second Life in Libraries – ***Zebrowski, C.***

Members of Committees:

State:

- New Mexico Consortium of Academic Libraries (NMCAL) – Vice-President/President Elect and Current President: ***Aragon, R.***
- NMCAL Executive Board: Chair: ***Aragon, R.***
- NMCAL – Legislative Sub-Committee Chair: ***Aragon, R.***
- New Mexico Library Bond Task Force – Committee Member: ***Aragon, R.***
- NM Bonds for Libraries Task Force – Committee Member: ***Aragon, R.***
- NM Bonds for Libraries Task Force Steering Com. – Co-Chair: ***Aragon, R.***
- New Mexico Arts Division – ***Read, B.***
- New Mexico GO Bonds for Education Committee – ***Aragon, R.***
- LIBROS Consortium – ***Library Staff***
- New Mexico Federal Depository Library Council – ***Sena-Gutierrez, J.***
- NM Libraries Off-Site Storage Facility Committee – ***Aragon, R.***
- LIBROS Advisory Board – ***Aragon, R., Zebrowski, C.***
- New Mexico Funding Enhancement Task Force’s Sub-Committee for Cost of Libraries – Committee Member: ***Aragon, R.***

City:

- Las Vegas City Librarians Committee – ***Aragon, R., Broughton, L., Kent, A., Perlow, D., Zebrowski, C.***

University:

- Faculty Senate – ***Kent, A.***
- Faculty Senate Executive Committee – ***Kent, A. (at large member)***
- Faculty Research – ***Zebrowski, C.***
- Faculty Library – ***Aragon, R., Broughton, L., Kent, A., Perlow, D., Zebrowski, C.***
- Faculty Academic Affairs Committee – ***Broughton, L.***
- Distance Education to Distance Education & Technology – ***Perlow, D.***
- NMHU – Rio Rancho – Graduation Committee – ***Perlow, D.***

- General Faculty – **Broughton, L., Kent, A., Perlow, D., Zebrowski, C.**
- Accreditation Self-Study Workshop-Criterion 1– **Broughton, L.**
- Accreditation Self-Study Workshop-Criterion 3– **Kent, A.**

Internal:

- Library Administration Staff & Librarians – **Aragon, R., Broughton, L., Kent, A., Perlow, D., Quezada, B., Zebrowski, C.**
- Library Budget – **Aragon, R., Broughton, L., Kent, A., Perlow, D., Quezada, B., Zebrowski, C.**
- Special Occasion Committee – **Quezada, B.**
- Library Web Committee– **Aragon, R., Broughton, L., Kent, A., Perlow, D., Zebrowski, C.**
- Library Clerk – Interlibrary Loan Section Search & Screen Committee – **Encinias L., Perlow, D., Quezada, B., Tenorio, P., Vredenburg, C.**
- Library Associate – Reference Section Search & Screen Committee – **Kent, A. (Chair), Baker, J., Corral, I., Ulibarri, B., Vredenburg, C.**

Internal-Site Training:

- Millennium training session with Dave Herzel at Donnelly Library —August 7, 2007 – **Chavez, R., Corral, I. Kent, A. Tenorio, P., Zebrowski, C.**
- Grant Writing for Non Science Disciplines—August 15, 2007 – **Zebrowski, C.**
- “Making the Most of Database Collections” online September 2007 – **Linzie, J.**
- RCL Analysis Training online – November 6, 2007 –**Broughton L., Zebrowski, C.**
- EBSCOHost Training – November 13, 2007 – **Library Staff**
- Moodle Webinar – December 4, 2007 **Perlow, D.**
- RCL Analysis Training online – January 8, 2008. – **Broughton L., Zebrowski, C.**
- ILLiad web seminar – February 28, 2008 – **Griego, Y., Perlow, D., Vredenburg, C.**
- EBSCOHost Interface Training – March 13, 2008. – **Broughton, L., Perlow, D.**
- QuestionPoint Webinar – March 18, 2008 –**Perlow, D.**
- Dreamweaver online course – **Zebrowski, C.**

Presentations, Demonstrations, Workshops, Etc. Held in the Library

- Social Software Presentations by – **Zebrowski, C.**
- “Rethinking Circulation Policies in an Academic Library” presentation at NMLA mini-conference by **Kent, A., Zebrowski, C.**
- Dr. Robert M. Bell Print Lecture Series – **Bell, R.**

Special Projects:

- Book weeding and selection project. **Broughton, L., Kent, A., Zebrowski, C.**

Staff Development:

- MLIS classes from the University of North Texas – **Sena-Gutierrez, J.**

- August 17, 2007 – Presentation on Library’s new security system – ***Library Staff***
- In House Staff Development Presentation Series :
 - January 28, 2008 – Highlands Wellness Center presentation – ***Library Staff***
 - March 25, 2008 – Adaptive Technology Center presentation – ***Library Staff***

Staff Awards:

- 10-Year Award – ***Gallegos, G.***
- 15-Year Award – ***Sims, L.***
- 20-Year Award – ***Linzie, J.***

University Courses Taught:

- Interdepartmental 1st Year Experience – Library Component – ***Aragon, R. Broughton, L., Corral, I., Kent, A., Linzie, J., Zebrowski, C.***

Major Library Meetings:

- Library Staff
- Library Budget
- Reference