

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



Annual Report
Fiscal Year 2006-07

TABLE OF CONTENTS

Introduction	1
Mission	1
Major Highlights:	
Administration	2-5
Assessment.....	2
Book Inventory.....	2
Budget.....	2-3
Building.....	3
Consortia.....	3-4
Cooperative Activities.....	4
Library Legislation.....	5
Personnel.....	5
Cataloging/Systems	6-7
Cataloging.....	6
Systems.....	6-7
Collections/Instruction	8-22
Acquisitions.....	8-10
Donations (Art Highlights).....	11-13
Donations (Library Resources).....	13-14
Electronic Resources.....	14-16
Graphic & Cultural Arts.....	16-17
Instruction.....	17-19
Periodicals.....	20-22
Public Services	23-31
Archives & Special Collections.....	23
Circulation.....	24-25
Exhibits & Events.....	26-27
Government Documents.....	28-29
Reference.....	30-31
Rio Rancho & External Programs	32-40
Circulation & Collections.....	32-33
Interlibrary Loan & Document Delivery Services.....	34-38
Reference/Research.....	38-39
Registrations, Passports and Classroom Instruction.....	39-40
Library Statistics	41-42
Affiliations	43
Staff Accomplishments	44-47

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 2006-07.



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 2006 and spring 2007 library services assessment. Analysis reports for each assessment are available for review.

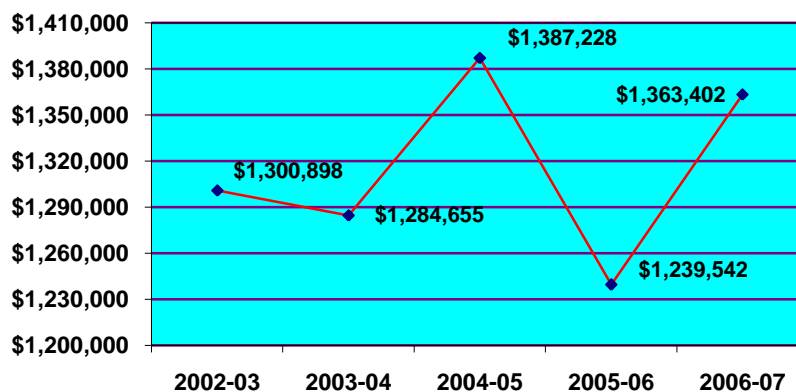
Book Inventory:

Findings from this fiscal year's book inventory report and other library section reports are summarized as follows: the library collection includes more than 368,779 monograph volumes, of which 169,501 are hard-bound, 163,970 are in microform format, approximately 34,165 are electronic full-text, and 1,143 are in either audio-visual or CD-ROM formats. Approximately 42,454 bound periodicals and indexes, and roughly 21,976 volumes of journals, indexes, and newspapers are in microform. More than 747 periodicals, domestic and foreign, are subscribed to in print or microform, as well as 11,669 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 221,244 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.

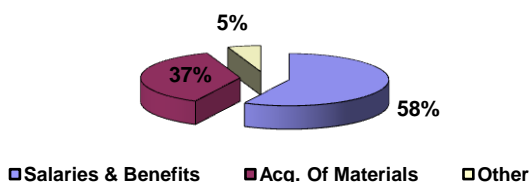
Adjusted Library Budget – Five-Year Comparison



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. Based on the pie chart below, our Library spent its financial resources in accordance with the Standards.

FY 2006-07 Distribution of Library Budget



NOTE: The above pie chart includes the expenditure of the remaining 2004 bond funds (\$49,832.55).

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 2004 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.

New furniture was purchased and distributed throughout the library. Crowded study areas, classrooms and office areas were rearranged, allowing for spacious environments, and at the same time, providing for quieter areas for students, faculty and staff.



3rd Floor Study Area

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 Consortiums, 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 consortiums. Also, both consortiums 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) 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 will be the host to the 2007 New Mexico Library Association's Mini-Conference. The Mini-Conference is scheduled for October 11-12, 2007.

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 November 2006 general election, Bond Issue C for the acquisitions of library materials (*one-time purchases*) passed. We will have available to us an additional \$97,521 during FY2007-08.

Funding formula inflationary factors to match final HB2 for library acquisitions was funded at 6.20% of funds spent the previous year on library resources, i.e. books, journals. The amount funded for fiscal year 2007-08 is \$28,109.

New Mexico librarians are organizing a legislative effort to improve academic, public and school libraries. The initiative will be to request a state-wide 2008 GO Bond for library resource acquisitions. Our request will be for \$40 million which will be distributed accordingly; \$18 million (45%) for academic libraries, \$12 million (30%) for public libraries and \$10 million for school libraries.

Personnel:

This fiscal year, we are pleased to announce the appointment of three new assistant librarians. They are:

- Broughton, Leslie - Head of the Collections/Instruction Division hired August 28, 2006. Ms. Broughton is responsible for the Library's resources and for providing instruction for students, faculty and staff. She collaborates with faculty in all aspects of the collection development process, as well as coordinates and conducts bibliographic instruction.
- Kent, April - Head of the Public Services Division hired February 12, 2007. Major responsibilities include arranging tours of the Library, setting up exhibits and displays and provide assistance in research and locating information.
- Zebrowski, Cheryl - Head of the Cataloging/Systems Division hired March 26, 2007. Makes sure that the Library's resources are available to all of our students, faculty and staff. Books are made accessible via our library catalog, LIBROS, where we try to make sure there are adequate access points.



Leslie Broughton
Head of the Collections/
Instruction Division



April J. Kent
Head of the Public
Services Division



Cheryl Zebrowski
Head of the Cataloging/
Systems Division

Cataloging/Systems

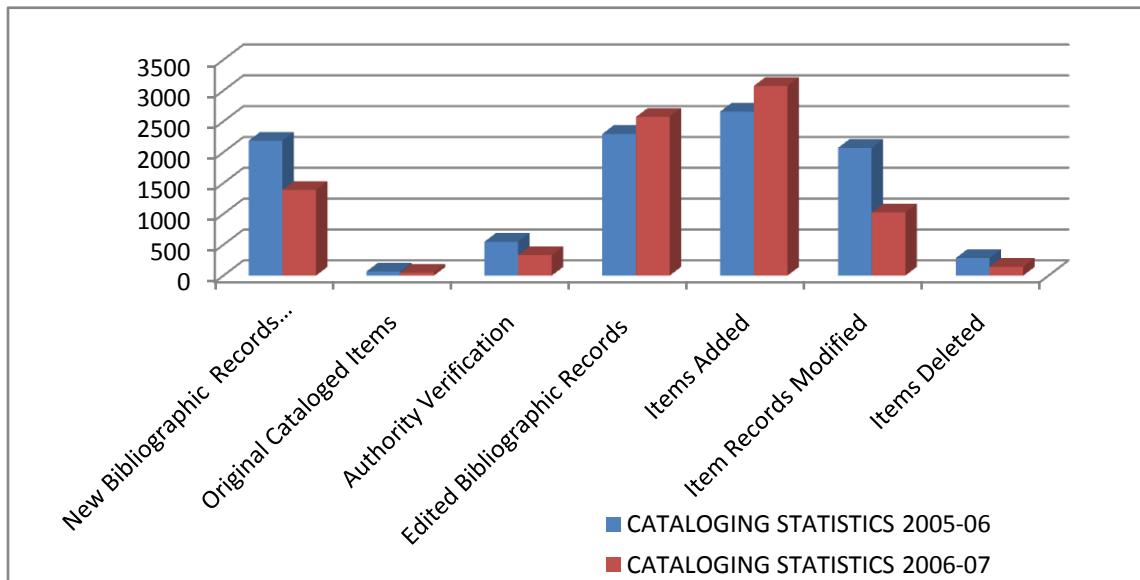
Cataloging:

The Cataloging Department provides access to library materials by properly describing and classifying each item in the Library's online public access catalog. By using "human intervention" in describing and organizing materials, we are able to lead researchers to broader, narrower, and alternative subject terms, collate all items by and about an author, and show relationships between editions, variant titles, and subjects.

The following items have been worked on this fiscal year.

- Jeannie Linzie participated in the selection process to hire the new cataloging/systems librarian, Cheryl Zebrowski who started in March.
- Cataloged over 3000 legal books which were donated, as well as several other large donations.
- Reviewed and revised the department's procedures and workflow in an effort to make the department more efficient and accurate.
- Staff is constantly cleaning up the library catalog, with such projects as revising our audio records, and reclassifying special collections.
- Cataloged and/or reclassified over 8,600 items, most of it accomplished by one person.
- Cataloging staff also assist with reference duties and the Freshman Seminar.
- The chart below shows a comparison of the previous 2 years cataloging activities.

Statistics



Systems:

Training for all library staff has continued on the LIBROS on-line catalog system, with emphasis on generating statistics and reports, and modifying templates. We have started the process of downloading student information from Banner in order to

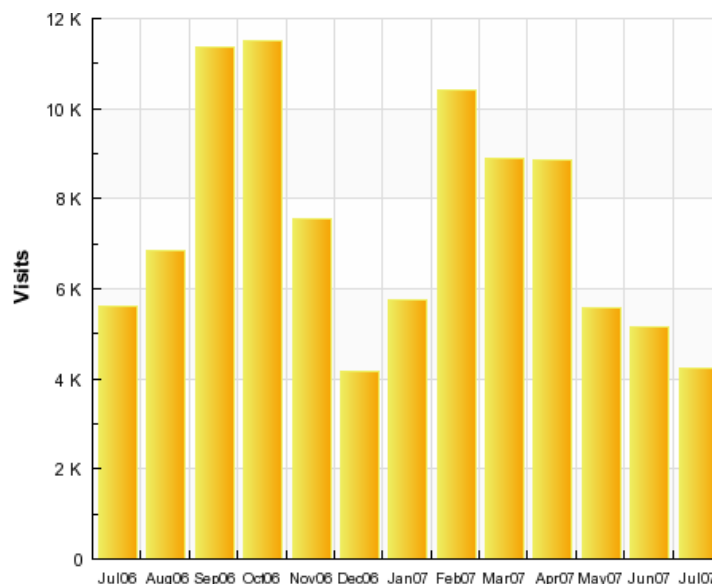
streamline the check-out process. We also plan to change the due date to the end of semester for all NMHU students. Rather than “overdue” notices, we will send out “courtesy notices” twice each semester to remind students of what they have checked out. We will begin using the “request” function within LIBROS, so that when a patron wants a checked-out item, a “recall” notice will automatically be generated. These changes are scheduled for the fall 2007 semester.

Other accomplishments in the systems department include:

- Upgraded our Ariel and Clio document delivery system software.
- Ordered two HP 4250 Laser Printers for Lab-141 and Lab-128.
- Replaced 7 computers in the Online Public Area, 4 staff computers, and 2 student computers.
- Replaced 2wew3rwer scanners – one in the circulation dept. and one in the reference area.
- Used 800 reams of paper in copiers and printers.
- Set-up access to eleven new databases.

Our library resources are accessible to students and faculty via the Donnelly Library Web Site at <http://donnelly.nmhu.edu>, with nearly 92,000 visits last year. The web committee continues to evaluate and update information on these pages. Mr. Gene King, Mr. Phil Escue, and Ms. Jane Ellen Mallette from the Information Technology Services (ITS) department have been very instrumental in assisting the Library staff with the technical aspect of maintaining our on-line catalog and electronic resources.

Donnelly Library Web Site Visits 2007

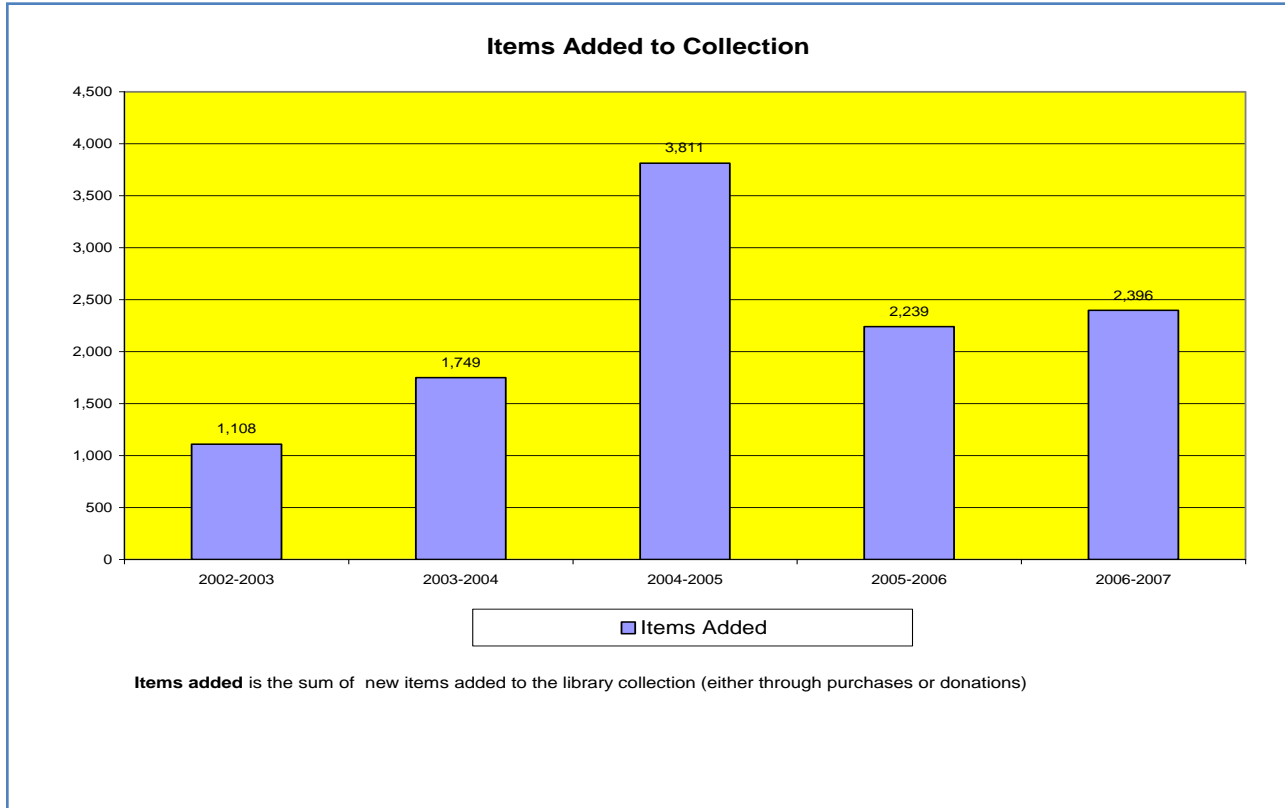


Cataloging/Systems staff installed a new, digital security camera system in June. This system allows library staff to monitor entrances, exits, computer labs, and gallery space from their PCs. The system also allows staff to retrieve digital recordings taken by the cameras of events that took place up to a month ago.

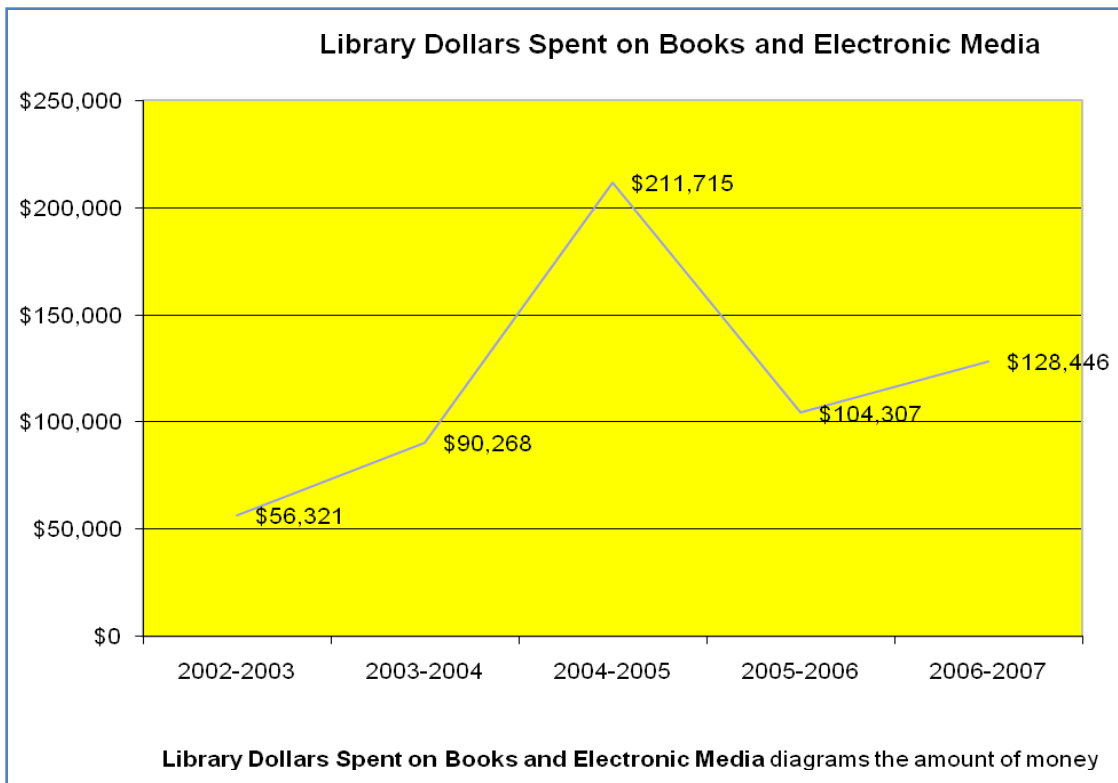
Collections/Instruction

Acquisitions:

Acquisitions added 2396 volumes of books and electronic media to the collection. This includes purchased and donated items.



Acquisitions spent \$128,446 in books and electronic media. The amount spent came from the 2006-07 General Account and the 2004 GO Bond Account. In June 2007, we spent the last of 2004 GO Bond money, a goal that was set earlier in the year in order to clear the way for the transfer of the 2006 GO Bond funds. Because the bond money is not guaranteed every year, we limit bond expenditures to one-time purchases, not using it for standing orders or subscriptions that are renewed every year. The additional funds from the 2004 GO Bond money allowed us to purchase more than 300 additional books from the recommended lists, including titles required for the three new academic programs, new editions of expensive encyclopedia sets for the Reference area, and to purchase our first 25 audio books, a new format for the library.



During the 2006-2007 academic year, our collection development efforts were especially geared towards purchasing materials for the three newly established programs at Highlands--Nursing, Indo-Hispano Studies, and Forensics. Consultation with faculty and department heads was a major part of the endeavor to acquire the fundamental sources as well as resources to support research in these areas. Several meetings were held with key faculty in these areas to determine essential materials for a comprehensive collection.



Library stacks—3rd floor

On an ongoing basis, the collection development librarian met with book vendors to discuss standing order arrangements, the latest methods and technology for ordering and invoicing, rush orders, out-of-print book searches, outstanding academic titles, discounts, and returns. Meetings with vendors in the past year included MidWest Library Service, UNM Press, and the Book House.

With shelf-space at a premium and many out-of-date books on the shelves, a weeding and selection project was begun in November 2007. The collection development librarian and acquisitions staff member targeted the areas of Business and Social Work, with plans to expand the project to other subject areas, in particular Education, when the professional library staff positions were filled. Using a laptop in the stacks to identify replacement books, we withdrew nearly 100 books and added more than 100 newer edition titles. Early on in fall 2006, the collection development librarian evaluated the large accumulation of books pulled from the shelf for mending and binding; many of these were withdrawn because of being out-of-date or non-essential.

Cooperative efforts continue with respect to working with faculty on selecting books, journals and databases. Throughout the year, the collection development librarian met with over sixteen faculty members and department heads, from the departments of Languages, Math and Computer Science, Chemistry, Biology, Geology and Forestry, Business, Social Work, Sociology, Anthropology, Behavioral Sciences, English, Music, Art, and Theater, for recommendations regarding library acquisitions.



New Book Display—1st floor

Donations (Art Highlights):

This year, Dr. Robert Bell together with Sterling M. Puck donated to Donnelly Library a large number of fine art prints and paintings. One of the most exciting



additions to the print collection occurred this past year with the generous donation of a collection of 155 prints by 18th century British painter and printmaker William Hogarth; this event was accompanied by the lecture on Hogarth in March. Equally remarkable were ten original, signed, color lithographs by Marc Chagall donated by Dr. Bell, followed by a Chagall lecture. Also in this year's donation of the Bells are two oil paintings, now displayed on the 3rd floor of the library, "Bayside" (photo on left) and "Reflections," ca. 1970, by New England landscape painter, Adolph Sehring .

"Bayside" by Adolph Sehring

Topping off the donations for the academic year was the Bell family gift of the series of six etchings signed by Pablo Picasso, on the theme of the Greek play, "Lysistrata,"



dated 1934, donated by Mrs. Mary Hill Puck. The series was done in a period before Picasso's move to Cubism. These prints and all the others in the collection are stored in archival boxes in the hand-built cabinet (also donated by Dr. Bell) in the Print Viewing Room. For preservation purposes, the prints are generally not exhibited, unless for short periods of time.

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 our Gallery manager in the Library's Art Viewing Room to appreciate and experience the original artwork.

"Lysistrata" by Pablo Picasso



Art Viewing Room, 2nd floor, and Art Gallery below

This past year, as always, Donnelly Library offered free art print lectures to students, staff, faculty, and the public. These were 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 fourteen lectures, which included the viewing and discussion of original works of art. The Series lecturer was Dr. Robert Bell, who is also an adjunct professor of Art History at Highlands. This year he showed and discussed the recent additions to the collection, the Picasso and Chagall prints. In all, the lectures were well-attended, averaging twenty in attendance.

Fall 2006 Fine Art Print Lectures

- Dry Point Printmaking;
- Printmakers William Lee Hankey, James Whistler, Mary Cassette, and Max Beckman;
- Japanese printmaking, featuring Katsushika Hokusai, 1760-1849;
- German Expressionist Printmakers;
- James Whistler, etcher and lithographer;
- New York Etching Club;
- José Guadalupe Posada, late 19th/early 20th century Mexican lithographer and etcher;
- Contemporary New Mexico Printmakers;
- French Color Lithography from the 1890s.

Spring 2007 Fine Art Print Lectures

- Overview of Highland's Fine Arts Print Collection;
- Contemporary Printmaking, representing various styles and artists from Europe and America;

- Francisco Goya, Spanish painter/printmaker, “Los Caprichos” and other etchings and aquatints;
- William Hogarth, English engraver, featuring “Marriage a la Mode” and other satirical prints;
- Marc Chagall, Russian-Jewish painter/printmaker from Belarus--prints including his Bible Series.

On May 7, 2007, Donnelly Library recognized Dr. Robert Bell for the support he has given the Library. At an honors ceremony held next to the Art Viewing Room, we presented Dr. Bell with a book printed in 1785 about artist/printer William Hogarth. Members of the University Foundation, the general public, University staff and students attended to give their appreciation.



Dr. Robert Bell--Donor, Lecturer, and Author—May 7, 2007

Donations (Library Resources):

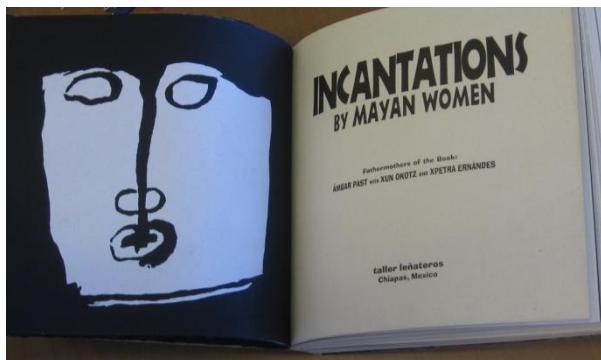
Gifts to Donnelly Library were substantial for the period, with 27 individual donations, totaling more than 1800 books, 20 journal titles, several maps, numerous personal papers, and twelve CDs/ DVDs. The processing of four large donations this year made a significant impact on the staff, including the collection development librarian, acquisitions, periodicals, and cataloging departments. The first to be processed was the previous year’s donation of the personal collection belonging to George White, a Los Alamos Laboratory scientist—460 books pertaining to physics, engineering, and mathematics.

The second major donation to be processed was that of Dr. Cornelis Klein, retiring research professor from the Department of Earth and Planetary Sciences at the University of New Mexico. His donation, which we picked up in April of 2007, was 28 boxes of geology books and journals, complementing our collection. Material that we found to be duplicated in our collection, such as the McGraw Hill Encyclopedia of Science and Technology, was transferred to the library at Luna Community College or to the Highlands Geology Department.

The third substantial donation came from Dr. Eugene Van Arsdel, former Biology Professor at University of New Mexico. The donation, which was picked up in stages over the summer, included approximately 20 boxes of books, but mainly journals on the subjects of forestry and botany.

The fourth and most significant donation required the use of the University flatbed truck, the work of three library staff members, and a trip of 60 miles, for the pick-up of 45 boxes--approximately 700 titles. The books, donated by Carl Poedkte from Tesuque, NM, were on a variety of subjects, but predominantly history, art, and literature. After the collection development librarian reviewed and selected the books to add to the library collection, two work-study students trained by Bea Ulibarri in Acquisitions, worked steadily throughout the summer to check titles against our holdings in LIBROS, label, tattle-tape, and barcode the donation. From June through July of 2007, all tables and library trucks in the technical services area were filled to capacity after delivery of the donation. Processing is expected to be completed in the fall semester of 2007. Books not selected were held for review by the Luna Community College librarian for possible transfer to their Learning Resource Center, or to the new David Cargo Public Library in Mora, NM.

Of particular note was the donation by Las Vegas resident Fred Burrell, of a limited edition, handmade book of art and poetry by Mayan women, entitled *Incantations*. The book was placed in our Rare Collection.



Incantations – Fred Burrell, donor

For details about the donation of 173 Fine Art Prints from Robert M. Bell and Sterling M. Puck, please refer to the Arts Highlights section.

Electronic Resources:

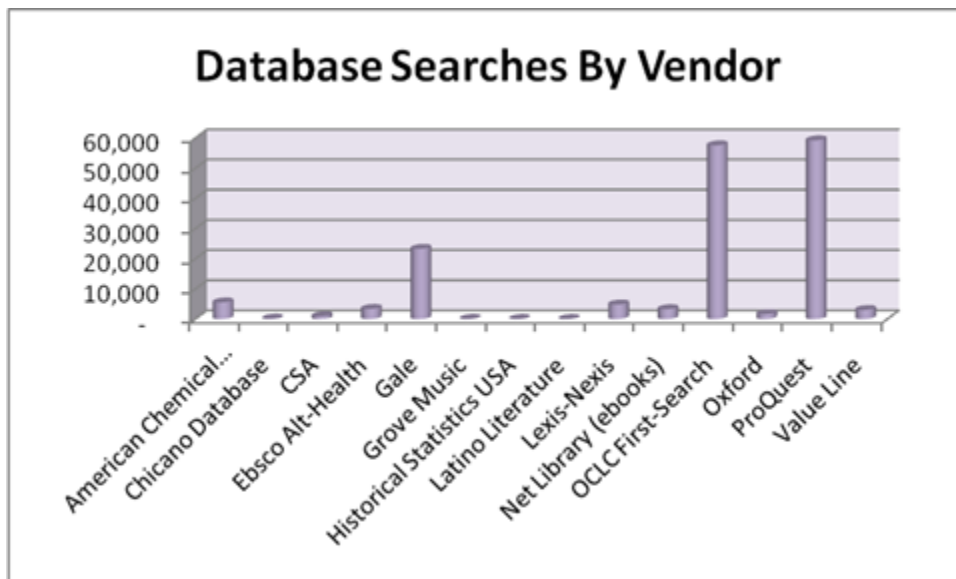
Electronic resources have vastly increased the immediate availability of research materials. Our online catalog and subscription electronic databases are available to our clientele both on-campus and remotely through the library's web page. Services include several full text and bibliographic databases such as: First Search's *Agricola*, *World Cat Unlimited*, *Wilson*



Select Plus, and *PsycARTICLES*; EbscoHost's *Alt-Health* and *Business Source Elite*; *Oxford University Press Collection*; *Sociological Abstracts* and *Social Science Abstract*; ProQuest's *ABI/INFORM*; *Value Line*, *NetLibrary*, *Latino Literature*, and *Scientific & Technical Network (STN)* document delivery service. In addition, during this fiscal year we added the following new databases: *LexisNexis Academic*; Research Libraries Group's *Chicano Database*; and *Historical Statistics of the United States*.

In the spring semester, librarians evaluated the content of new electronic databases, reviewed usage statistics of our current databases, and worked with faculty to determine the databases to discontinue and those to add. Several new databases will be added for Fall 2007: The highly requested JSTOR's *Arts and Sciences I Collection*, for which the one-time set-up fee of \$25,000 was purchased with 2004 GO Bond money; Oxford's *American National Biography*; *Stat-USA*; EBSCO's *CINAHL*, *PsycINFO*, *the Bibliography of Native North Americans*, *Business Source Premier*, and *SocIndex*; ProQuest's *Ancestry Library Edition*; R.R. Bowker's *Books in Print* and *RCL Analysis*; and Wiley's *Cochrane Library*.

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



Trial databases are periodically made available for review by students, faculty, and staff. In the last year, the collection development librarian arranged for several free trials of databases on a variety of subjects. Another means of learning about new databases is to meet with the vendors for instruction and viewing of the database. The collection development librarian scheduled several vendor visits for in-house, on-line training sessions for all the librarians and interested library staff to learn about the databases' capabilities and features. This past year we had representatives from CSA Illumina, RefUSA, EBSCOHost, and Amigos hold brief sessions in the library.

Subscriptions to electronic resources have improved access to research material, especially important to our distance education students and to remote external

academic sites. Presently, we have 20,043 full-text journals, as well as 38,151 electronic books to complement our print holdings.

Graphic & Cultural Arts:

The Ray Drew Gallery exhibited nine shows during the 2006-2007 academic year. The season of exhibitions began with a show of digital prints and sculptures by artist Nancy Lieppe, followed by the annual Highlands Heritage exhibit of maps and photographs from the Library Archives.



Artist - Nancy Lieppe

We were pleased to open the fall semester with an exhibit of tapestries and weavings by the local group of artisans, Tapetes de Lana, which was followed by Dakota Mills’ “Earth & Man” exhibit of thematic, abstract paintings, and finally, David Escudero’s show, “Post Modern Persona,” a collection of impressionistic landscapes and colorful abstract paintings, which revealed the artist’s versatility. In the spring, prior to our annual Northern New Mexico Devotional Art show of sculptures, retablos, and paintings by various local artists, we exhibited Walden Baskerville’s serene, abstract paintings in his show entitled “Unframed.”



Hispanic Devotional Art Exhibit



Artist-Walden Baskerville



B.F.A. Exhibit Reception,
April 10, 2007

The spring semester concluded with two one-person exhibitions from the University's Fine Arts Program. The B.F.A. Exhibition featured works by New Mexico Highlands seniors Ursula Montagne (photo below) and Lance Wadlow. In June-July 2007, we exhibited Jeff Smollett's mixed media "Landscape Interiors." The past season achieved our goal of exhibiting a variety of media, techniques, while giving local artists an opportunity for visibility.



Artist – Ursula Montagne

Donnelly Library is home to an extensive fine art print collection, totaling over 1500 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. To date, 1,775 pieces of art work have been donated.

Instruction:

The library staff routinely conducts 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 2006-2007 fall, spring, and summer semesters, we taught approximately 600 incoming freshmen.



First Year Experience Library Component—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. These upon-request classes are usually held in one of the library's two computer laboratories. If needed, we provide instruction in other academic department classrooms and labs. Last year, for example, we gave a presentation in the Education Department's distance learning classroom using their ITV system; allowing participation of off-site Highlands students from Taos as well as on-site students. Standard material provided to students included handouts on Boolean searching, Library of Congress call numbers, and MLA and APA style guides. Donnelly Library also welcomes outside instructors to give classes on library resources. For example, in July 2006, Eileen Cohen from the UNM Law Library taught a class on Law Research in one of Donnelly's computer labs.



Law Resources Workshop July 2006



One-time class instruction at faculty request

Library classes are also given to local high school students as preparatory to entering college. During the winter and summer, we gave a total of four classes and tours for 100 Bridge Scholarship seniors enrolled in Highlands' Ben Altamirano Institute. For these students, library services are emphasized, especially the Courtesy Card offered to non-Highlands students. Just as for the First Year Experience classes, the specially requested library classes are intended to make the library a less intimidating and more accessible place. See below for statistics of the past year's specially requested instruction:

Instruction 2006-07

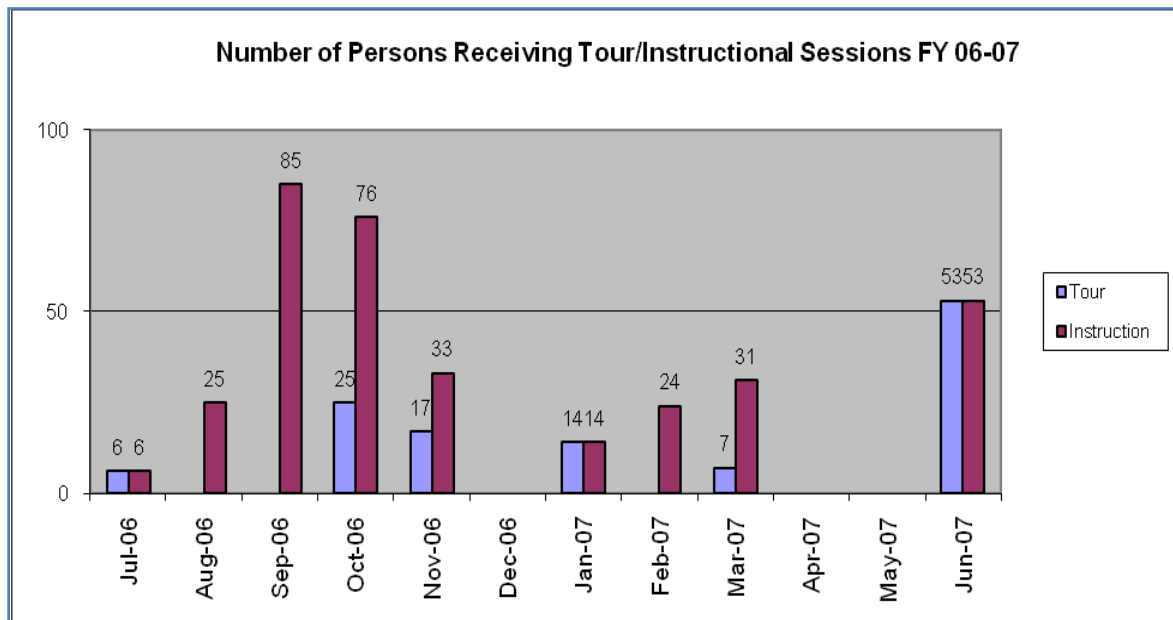
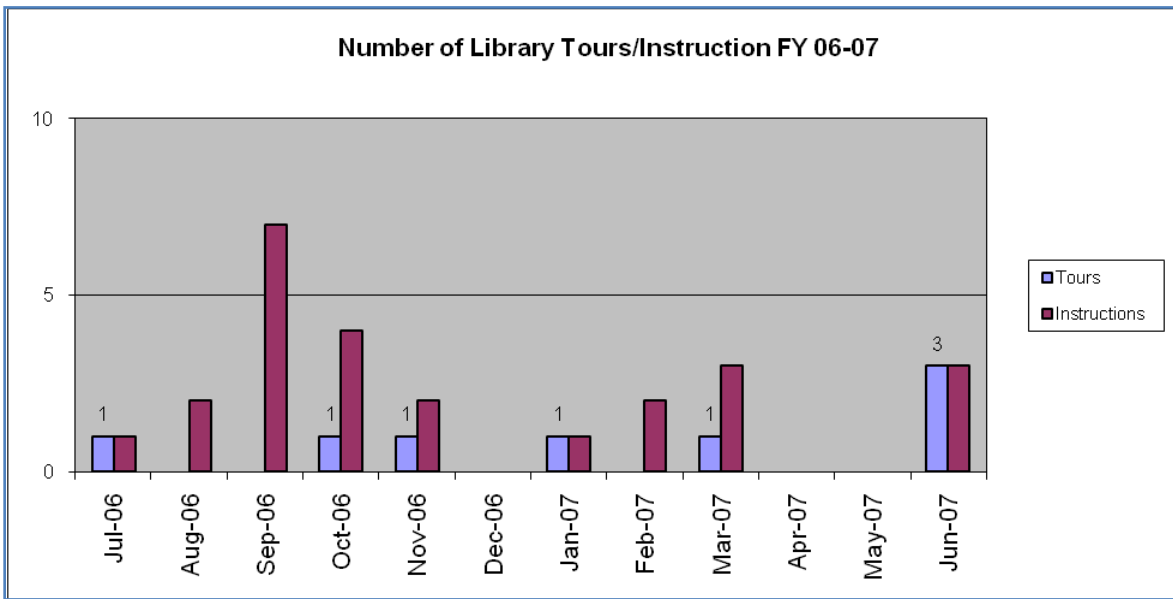
Number of Classes: 25

Number of Participants: 347

Tours 2006-07

Number of Tours: 8

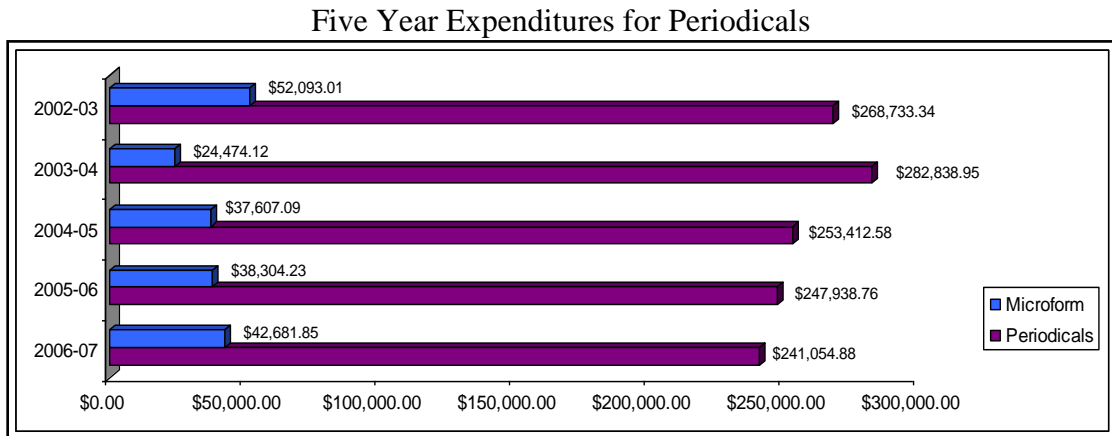
Number of Participants: 122



Periodicals:

The Periodicals Section together with the collection development librarian make every effort to provide a quality collection of current and retrospective serial materials in all formats. In the past academic year we subscribed to 442 titles in print and 239 titles in microform, plus 11 titles supplied to the Rio Rancho branch library. We have attempted to offset rising inflation costs in periodical titles by canceling many print and microform subscriptions that we also receive in electronic format. We give priority to the digital format over print because of its accessibility to our growing number of 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. When a list from an accrediting agency has not been available, a list of referred or cited journals has been used. Faculty requests receive priority consideration, weighing cost and need. Because our budget for periodicals does not substantially increase from year to year, generally, we try to substitute a new title for a less desirable title, cancelling a title of equal cost.

The five-year periodical expenditure comparison below illustrates our efforts to keep the periodical budget under control, adjusting for the 12% inflation costs each year. The graph represents periodical expenditures in print and microform formats. Figures were extracted from the NMHU Organizational Status Report.



Throughout the year, we have been evaluating the Periodical area for ease of use by patrons and staff alike, necessitating lengthy and ongoing improvements. For example, a project that began in December 2006 and was completed in January 2007 was the major reorganization of the periodicals from location code (LC call number) to alphabetical order by title. We made this change in the interest of making it easier for patrons to find a journal and upon the requests of students. After completion of the shift of current and bound periodicals, the indexes and abstracts similarly were rearranged and relabeled.

It is our goal that back-shifting and forward-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.



Current Periodicals, 2nd floor



Current Newspapers, 2nd floor

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. This year many of the science journals experienced an 18% increase, requiring us to reexamine our subscriptions. This resulted in having to drop some print journals in favor of online-only subscription. Lists of journals by subject were distributed to the different departments, and we requested faculty input for additions and deletions to the lists. The goal for this year was to substantially cut periodical costs, in order to make allowance for unexpected future increases. In addition, each librarian evaluated a set of subject areas to determine which print journals were non-essential, overly technical, or accessible online through the various databases. The collection development librarian then compiled a list of journals for possible addition and cancellation, based upon the combined recommendations of faculty and

librarians. After the final selection was made, a savings of approximately \$10,000 was reached.

The other responsibility of the Periodicals Section is to process the Masters theses for NMHU students. Throughout the semester, we receive the paper copies from the students, review them for accuracy of format, style, and the necessary accompanying paperwork, mail the theses out to be copied and bound, arrange for them to be microfilmed, and finally to receive them from the bindery. In the last academic year, the Periodicals Section reviewed and processed 21 theses.

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 Viewing Room



Special Collections Reading Room

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. 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 1917, 1927, & 1937 Southwest Wind



From Special Collections: Roycroft Press Books

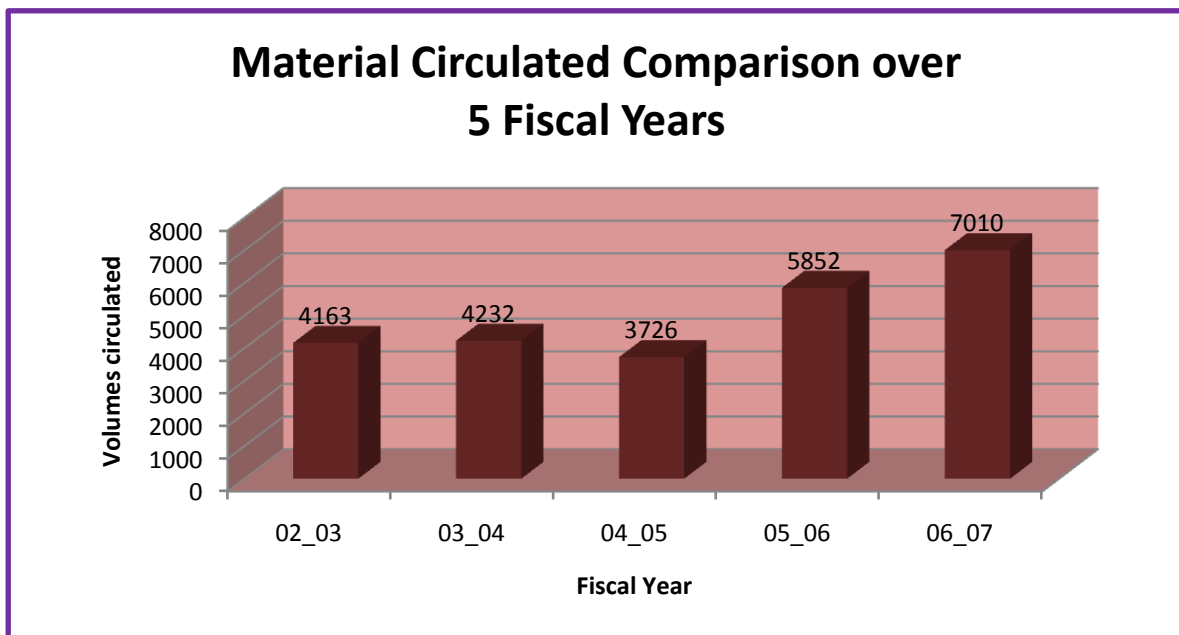
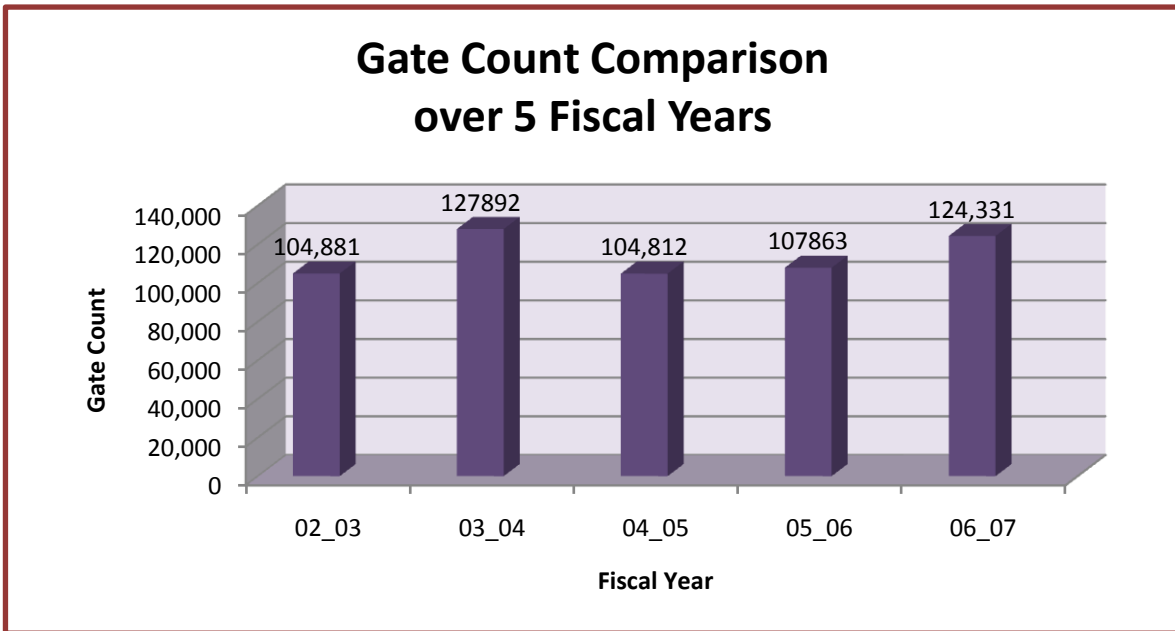
The archives viewing room is used for researchers using the archives. At times use of this room is off limits to researchers as various entities such as the NCA visiting team, state auditors, as well as university committees (Academic Affairs, and Library Faculty) have requested to use this room. When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

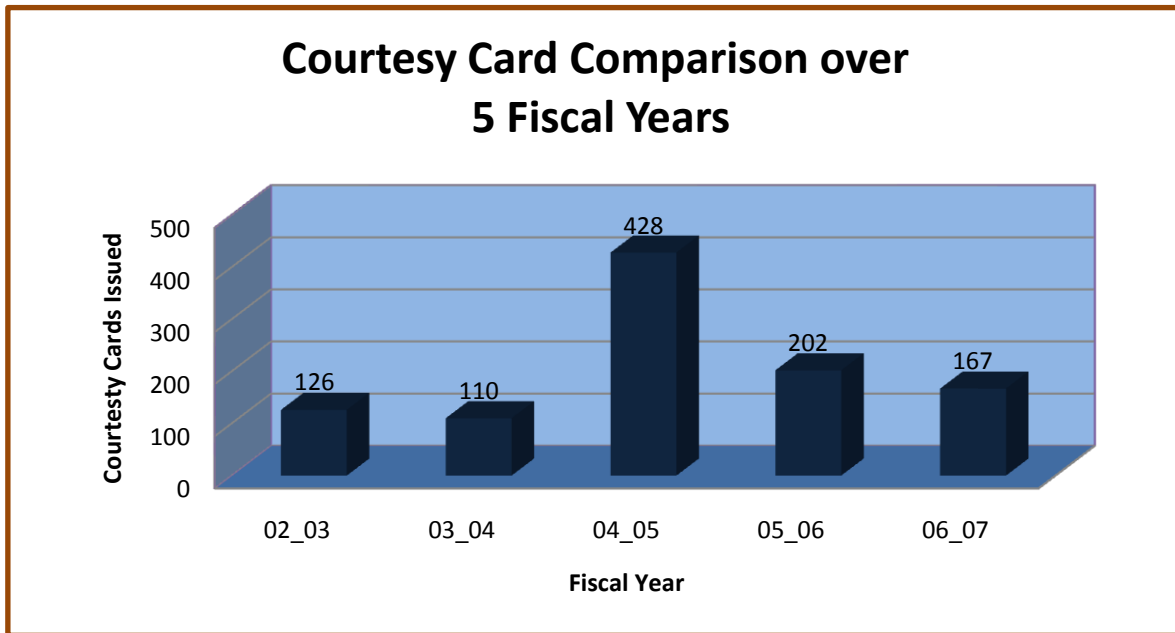
Circulation:

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

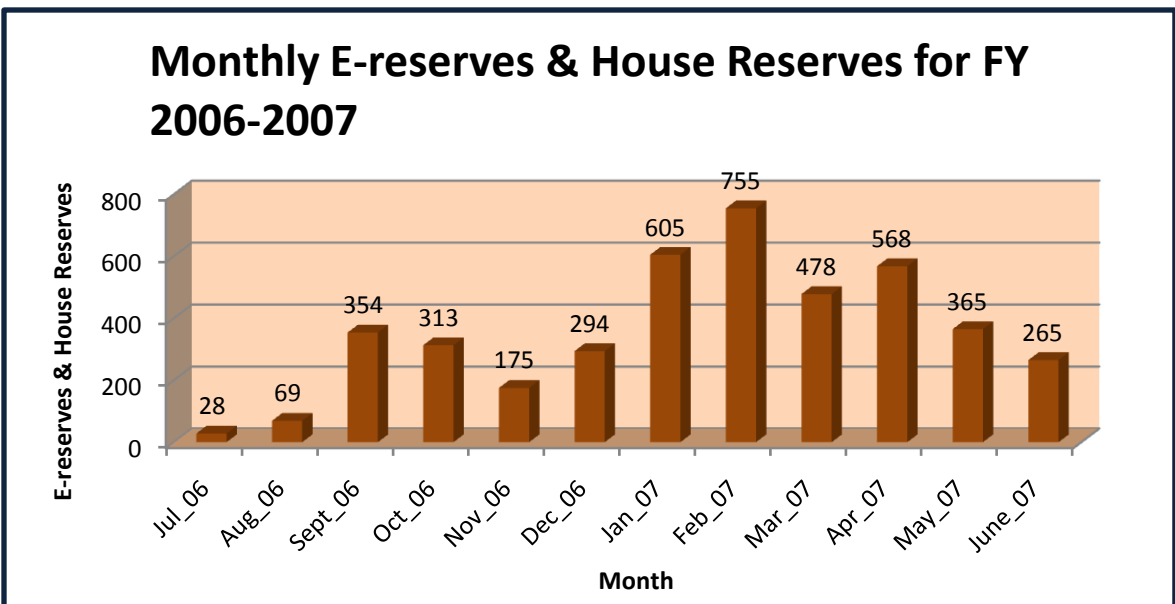
The gate count measures the amount of people who enter the physical library; it is important to note that the gate count does not include the amount of people who access library materials and services through the Library’s website. Highlands University has seen a 15.3% increase in the gate count, and a 19.8% increase in the number of materials circulated from FY2005-2006 to the FY 2006-2007.



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. After changing courtesy card procedures and waiving the annual fee in FY 2004-2005, there was a huge increase in the number of courtesy cards issued. This dramatic increase was a onetime event, but the number of courtesy cards issued after the waived fee still remains larger than when the annual fee was in place.



Starting in the fall of 2006, Donnelly Library began to offer electronic reserves (e-reserves) for course instructors. 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 an increase in the use of library reserves, both e-reserves and house reserves. As faculty awareness of e-reserves grew over FY 2006-2007 fiscal year, use of e-reserves increased. The amount of material placed on reserve in the spring 2007 semester is twice the amount placed on reserve in the fall 2006 semester.



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 FY2006-2007, Donnelly Library hosted several exhibits and events to encourage library use.



DVD & VHS
Display

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. The exhibit cases in the library lobby provide a prominent place to show



Anthropology Club
Exhibit detail

selections from the Library’s holdings and from outside organizations. This fiscal year, the front exhibit cases have shown historic photographs from the Citizens’ Committee for Historic Preservation; prints of Calaveras, from the Bell collection; a Black History Month display; and an exhibit from the Anthropology Club. The Anthropology Club exhibit shows the archaeological artifacts uncovered in the construction of the 1995 library extension. The photograph to the left shows ceramic items found beneath what is now the new section of the Library.

Exhibits are also shown on the first floor near the new books display. Donnelly Library hosted the City of Las Vegas Water Exhibit, and the Smithsonian exhibit, *Nuevo México, ¿Hasta cuándo?* The Smithsonian exhibit highlighted the corridos tradition of New Mexico. The exhibit was comprised of display panels, audio recordings, and a video. To support the corridos exhibit, Donnelly Library provided space for the inaugural reception with keynote speaker UNM Prof. Enrique Lamadrid, a series of teacher and community workshops, and a movie series.



Nuevo México, ¿Hasta cuándo? Central Display Panels

Public Service staff has added new events that provide fun and safe activities for the Highlands community. For example, in fall 2006 the Library started a Wednesday movie night. These movie nights included a free screening of a recent, popular film, and free refreshments.

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

National Library Week, April 15-21, 2007, was a week long celebration of library services. All week, promotional items were distributed. Promotional items included bookmarks that promoted e-reserves, the online suggestion form, group study rooms, and exhibits. Patrons were encouraged to explore the *Nuevo México, ¿Hasta cuándo?* exhibit and enter the corridos raffle for a grand prize. NMHU's own Mariachi Vaqueros de la Sierra performed midweek. The main event of the week was a book talk and signing by local author Ron Wooten-Green. The author discussed the genesis of his two books: *When the Dying Speak: How to Listen to and Learn from those Facing Death* and *A Fine Line of Distinction: In Search of Roots*. After his talk, Wooten-Green signed copies.

Public Service staff also spent FY 2006-2007 planning exhibits and events for the coming year.

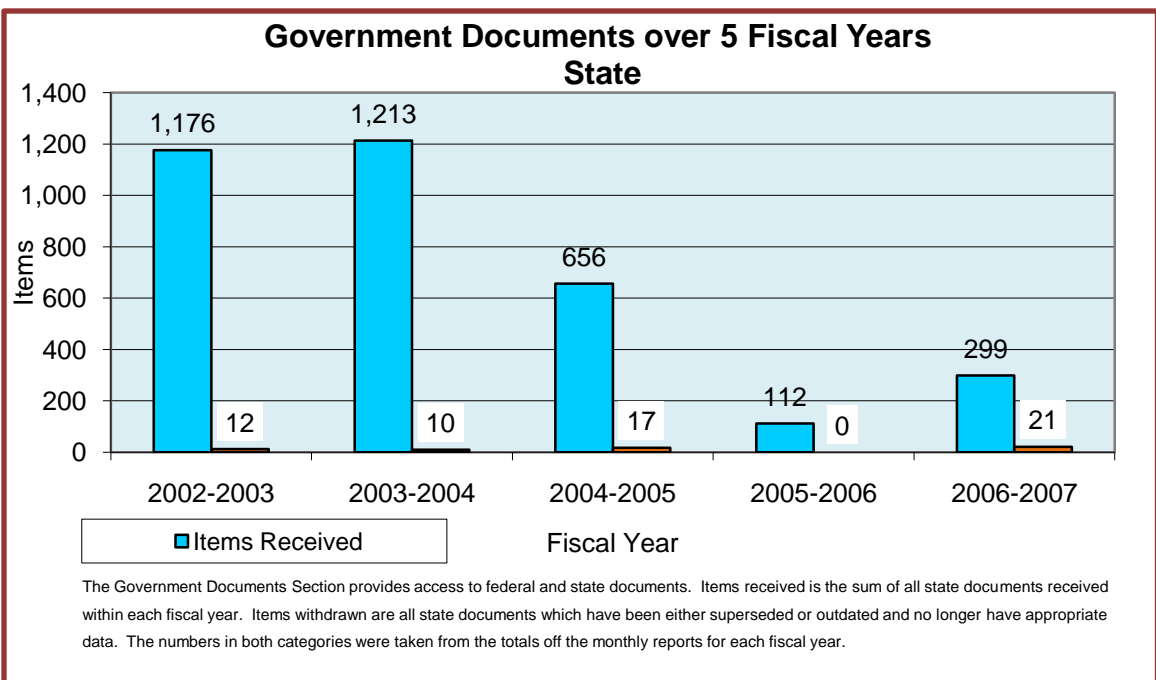
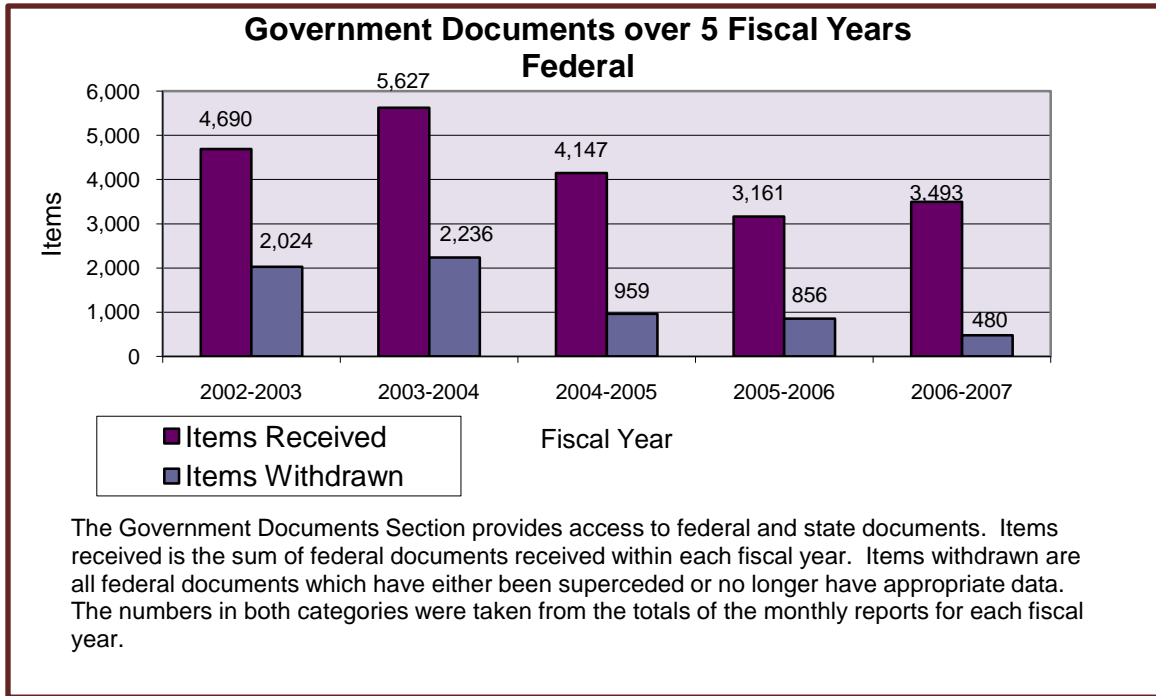


Clockwise from top left: Corridos raffle, Mariachi Vaqueros de la Sierra, Student Lounge, RonWooten-Green

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 2006-2007, 3,493 federal documents and 299 state documents were added for a total of 3,792 documents.

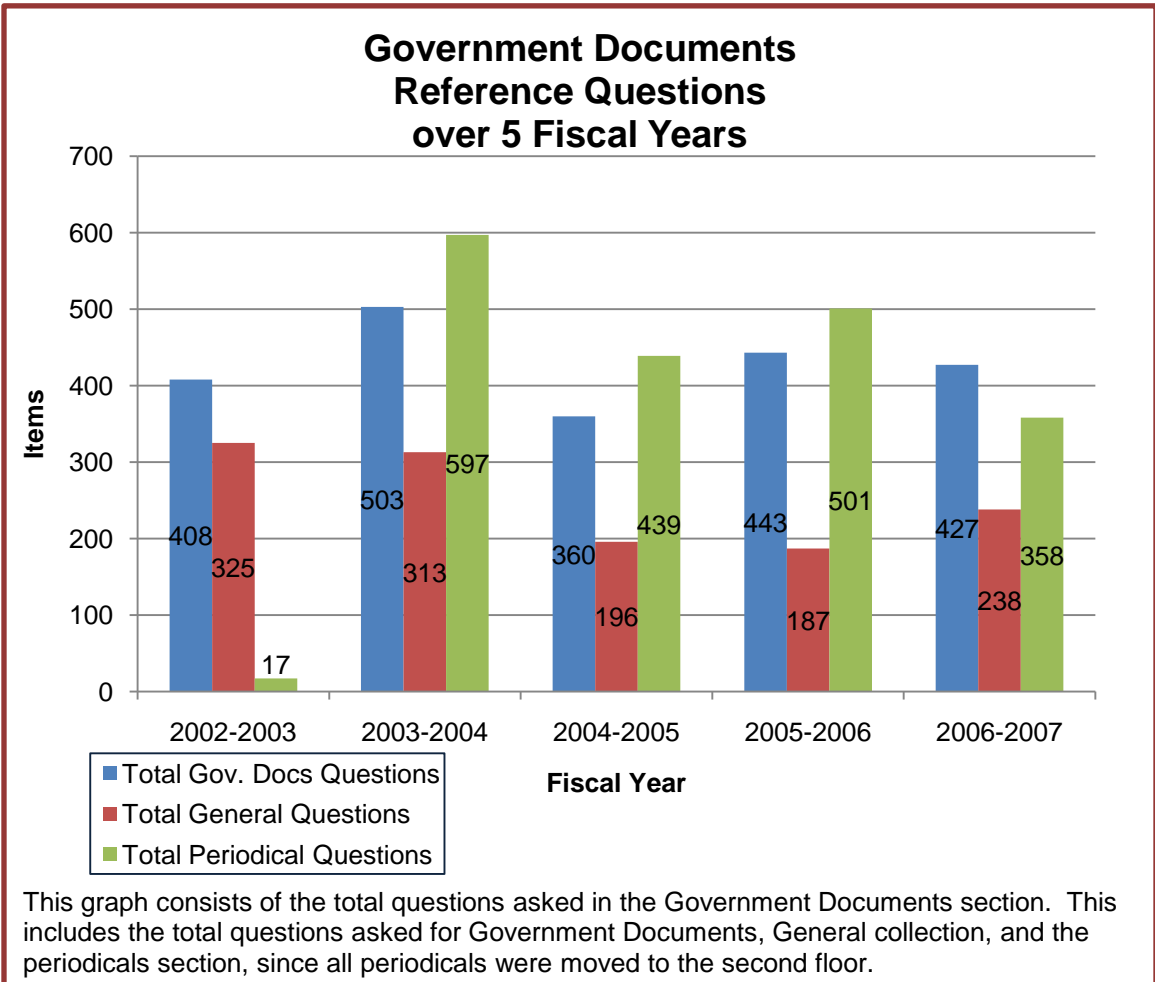


Government Documents staff received and processed 9 out of 12 boxes of New Mexico mail. This includes transferring the OCLC record into the OPAC system and other cataloging required. Of this material 93% to 98% of New Mexico documents have been cataloged.

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 Periodicals Section. Staff also finished cleaning out the microfiche cabinets of old microfiche.

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 2006-2007 was approximately 1,023. Of these questions approximately 358 concerned periodical questions; periodicals are housed on the same floor as government documents and government documents staff often help patrons with them. Approximately 427 of the questions directly concerned government documents. The total number of questions is down slightly (down 9.5%) from FY 2005-2006.

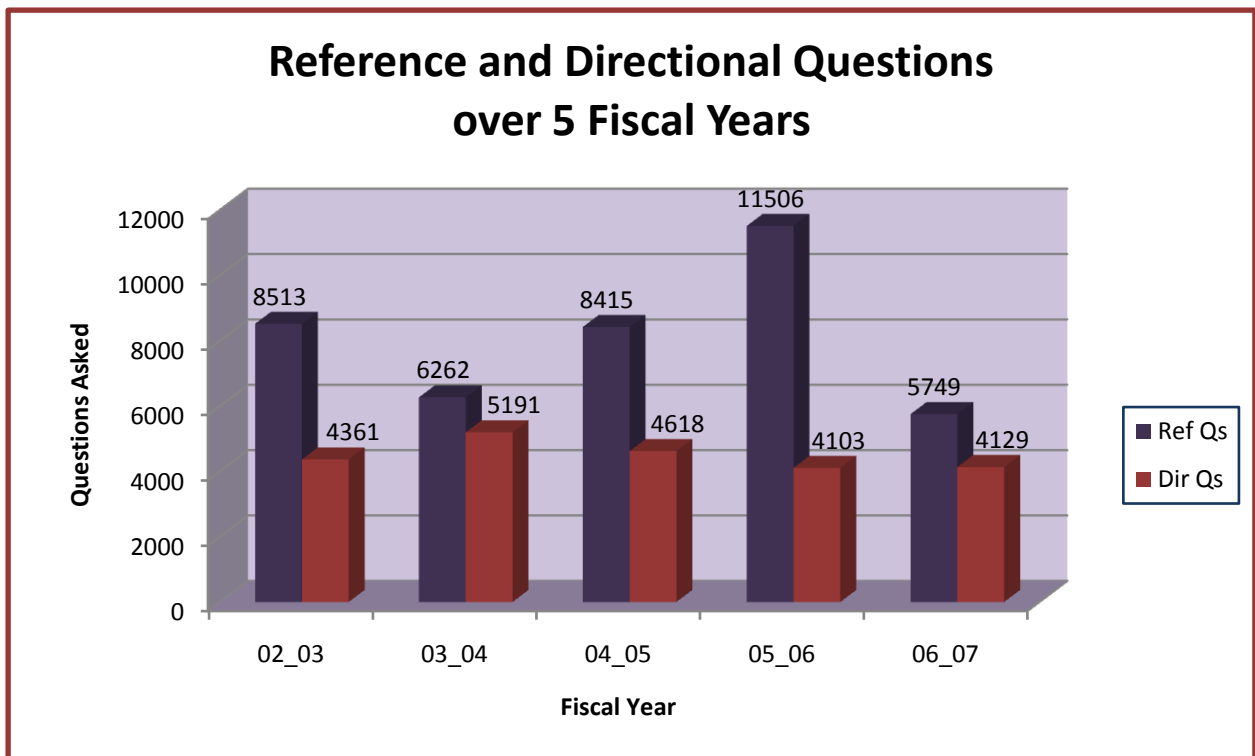


Reference:

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 reference questions received at the reference desk for FY 2006-2007 was 9,878, a decrease of 36.7% from the previous fiscal year. This decrease in numbers actually reflects 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 been organized to ensure that questions are tallied in a standardize way.

The chart below provides a breakdown of questions asked by month. During the fall semester, September remains the most active month for reference questions. During the spring semester, February is the most active month for reference questions followed closely by March and April.

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



The biannual assessment of library services was reinstated at the end of the spring semester. Public Service staff has developed a plan of more aggressively assessing library services for the next fiscal year by distributing surveys earlier in the spring and fall semester. Public Service staff also attempts to improve service by listening carefully to patrons' questions and suggestions.

Rio Rancho & External Programs

Library services are provided for the external sites through the NMHU Rio Rancho Assistant Librarian. She promotes library services, particularly the use of online subscription databases through course-related library instruction sessions. The Assistant Librarian in addition, oversees the Interlibrary Loan (ILL) and Document Delivery Services (DDS) for Donnelly Library.



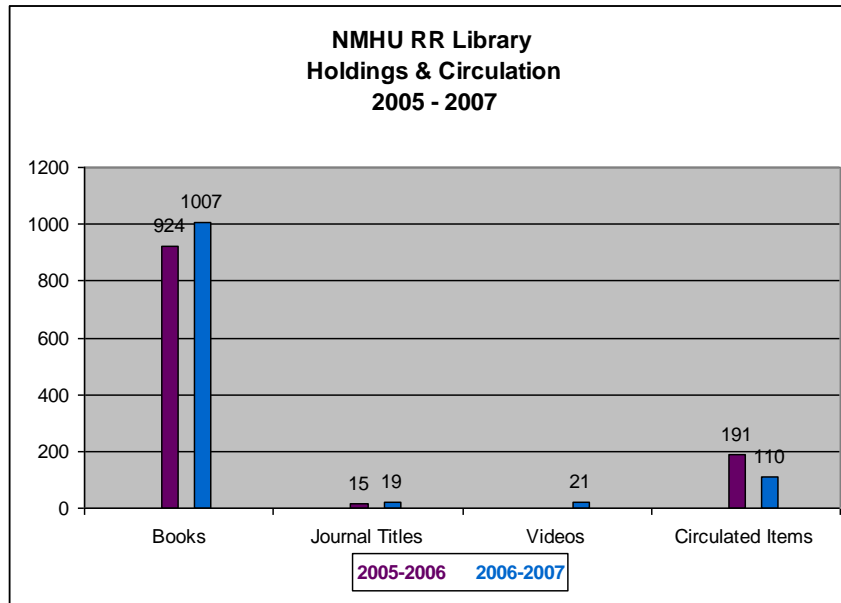
Circulation & Collections:

In 2005, the Rio Rancho Library & the Donnelly Library joined the Libros Consortium. As a result, the Library holdings of each became separate parts of the Libros Catalog. This allows library patrons to search for material located specifically at Rio Rancho, Las Vegas and at other academic libraries in New Mexico. With the new system it is possible to generate a snapshot of the Rio Rancho Library's holdings and statistics.

108 items were added to the Rio Rancho library collection in the past year. This included 83 books, 21 video titles, as well as 4 journal subscriptions. 110 items circulated.

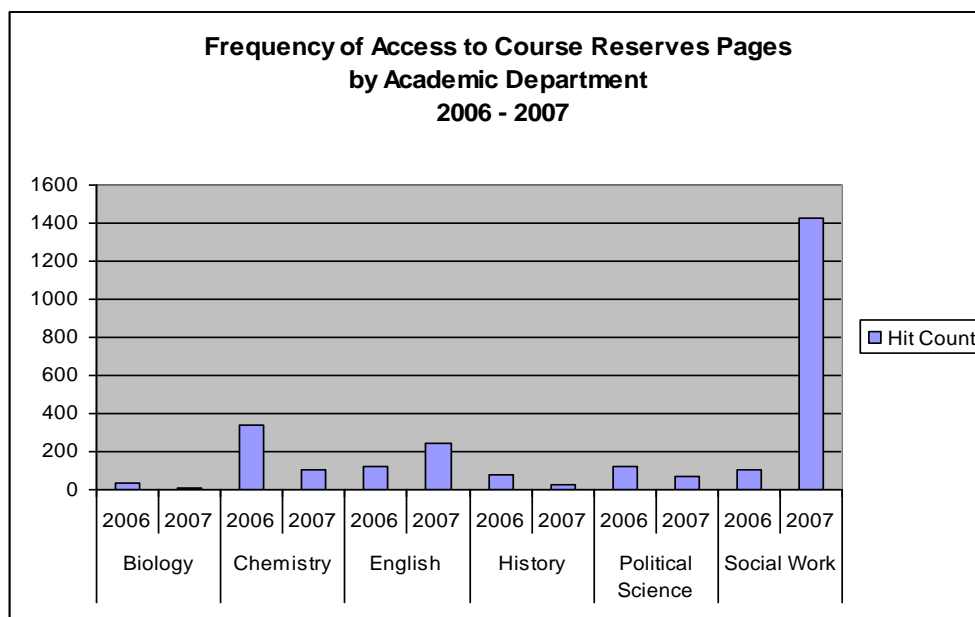
Video titles are often requested by faculty and students. The Social Work and Education departments are very interested in viewing techniques related to their respective subjects of clinical practice, curriculum and instruction, and leadership.

The small but growing collection of print journals, although non-circulating, is gaining in popularity. Students frequently browse the current issues between classes.



Electronic Reserves were introduced Fall 2006 at Main Campus and Spring 2007 at Rio Rancho. The Docutek Electronic Reserves systems was implemented to provide on-campus and off-campus access to reserve materials 24/7. The Docutek software was chosen because of its functionality and ease of use, and because of the vendor's preferred reputation among college and university libraries.

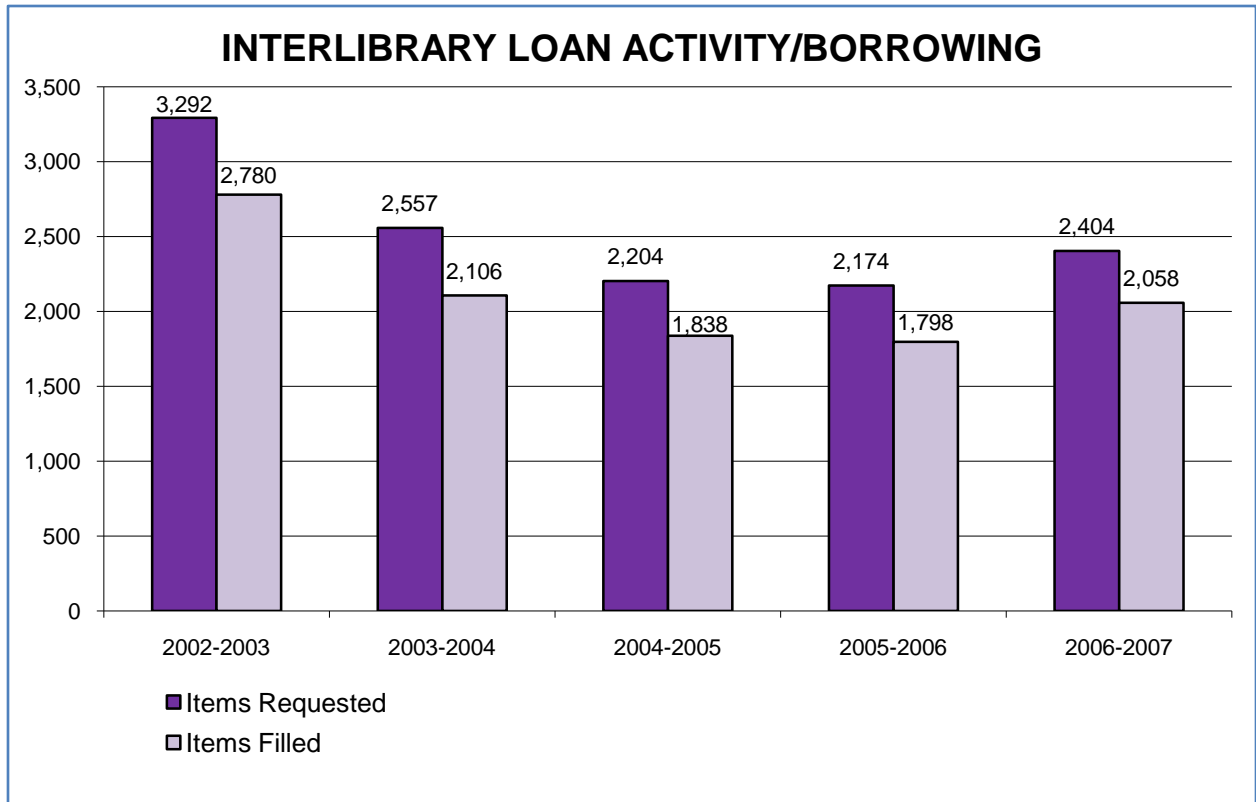
Donnelly Library Circulation staff manages the Electronic Reserves process at the Main Campus. Raymond Chavez, in particular, has been instrumental in the planning and implementation of the service there. For 2006-2007, 30 course reserve pages and 29 faculty accounts were created. A total of 271 documents were added to the system. Four Rio Rancho Social Work classes have used the Electronic Reserves system thus far in 2007. Two of the classes included multiple sections with students and faculty at external sites accessing the Electronic Reserves.



Interlibrary Loan & Document Delivery Services (Main Campus):

The fundamental purpose of Interlibrary Loan is to obtain materials, not accessible at Donnelly Library, from other institutions and to provide quality service to our patrons in order to aide and support our patrons in their areas of research. ILL also makes available a loan or copy to those libraries whose resources have been exhausted.

In resource sharing with other libraries and different institutions the following activities have taken place from July, 2006 through June 2007.

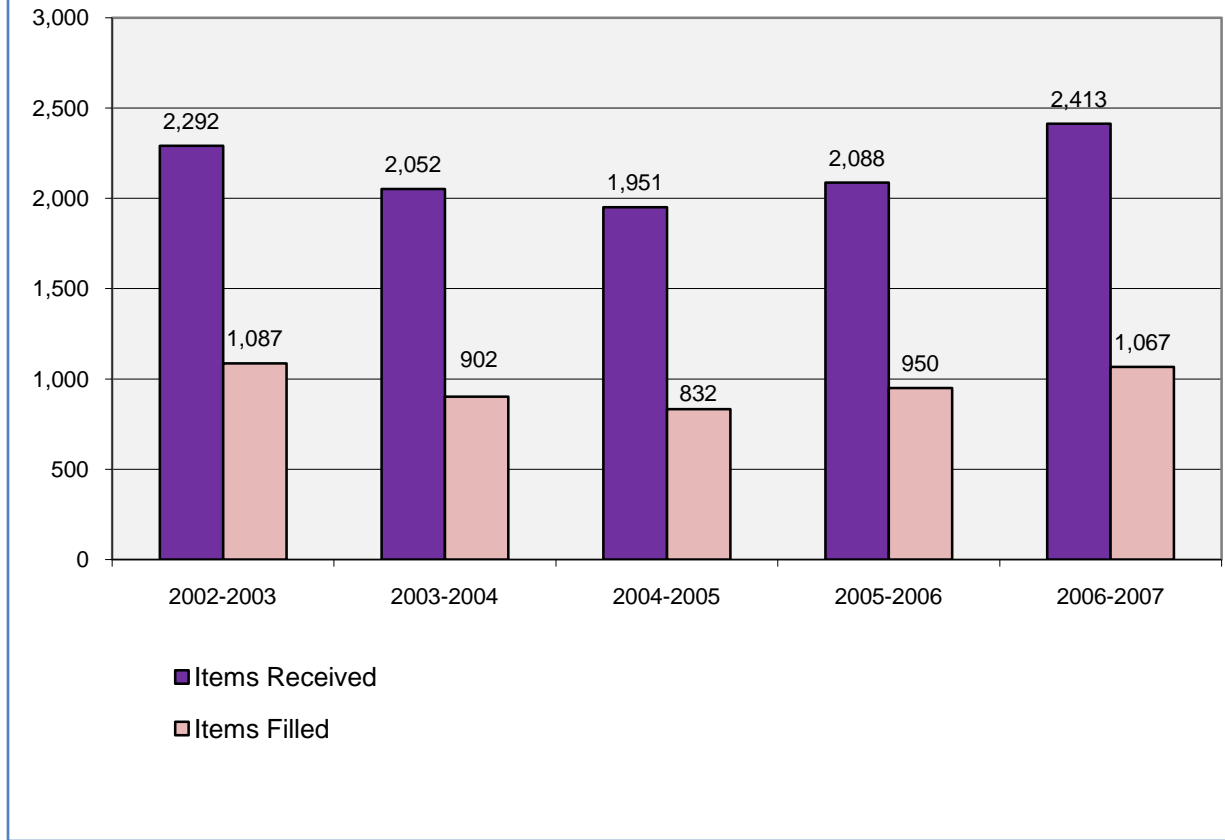


The ILL Borrowing Section's purpose is to obtain materials not available at Donnelly Library. We have increased our percentage of filled from about 84% in 2002-03 to about 86% in 2006-07. The number of ILL requests may have decreased because we have more electronic resources and more books available for faculty and students. Our Millennium database may be more accurate allowing clientele to find the material they need in the Library.

2006 - 2007 Borrowing:

Requests initiated.....	2,404
Requests filled.....	2,058
Requests unfilled.....	322
Percentage of filled.....	86%
Average Turnaround (days).....	7.90

INTERLIBRARY LOAN ACTIVITY/LENDING



The ILL Lending Section's purpose is to provide materials to those libraries whose resources have been exhausted. This chart shows that the percentage of filled has decreased from about 47% in 2002-03 to about 44% in 2006-07. The number of requests has increased. We have a large number of periodical titles, as well as some monographic titles, which incorrectly display our holdings in the OCLC national database. We do remove our holdings when we discover that we do not own these titles, but the patron is discouraged when only able to find an abstract for an item needed in its entirety.

2006 - 2007 Lending:

Requests received.....	2,413
Requests filled.....	1,067
Requests unfilled.....	904
Percentage of filled.....	44%

One of the library's resources accessible to faculty, students, staff, and university community via Donnelly Library web site is the online request form for books and articles. The ILL online requests versus the ILL paper-form FOR walk-in requests: the online requests have increased from 1,318 in 2005-06 to 1,539 in 2006-07 with a percentage of 86%. The walk-in requests have also increased from 501 in 2005-06 to 653 in 2006-07 with a percentage of 77%. This means that the online form is being

utilized more frequently and less people are coming to the library to fill out the form. The cost for paper request forms has been minimized.

In the borrowing aspect of ILL the reference staff continues to be very helpful in assisting the patrons when processing request forms and having materials available to patrons when picked up at the reference desk. Paul Tenorio and Mary Louise Sena continue to be instrumental in verifying all requests as well as searching for the record in OCLC to speed up the ordering process. Paul has helped a lot of our patrons by locating books and articles held here at Donnelly Library after a request has been received and searched in OCLC. His usual routine of contacting patrons when requests are received, patron notification when their materials are received, and delivery of ILL materials to faculty are done in a timely manner.

The goal of the circulation staff is to better serve our patrons by making sure that all ILL books that are being returned to reference or circulation are brought to the ILL office immediately. Raymond Chavez has been very helpful with this and with the scanning and emailing of articles to Rio Rancho and other external program clientele.

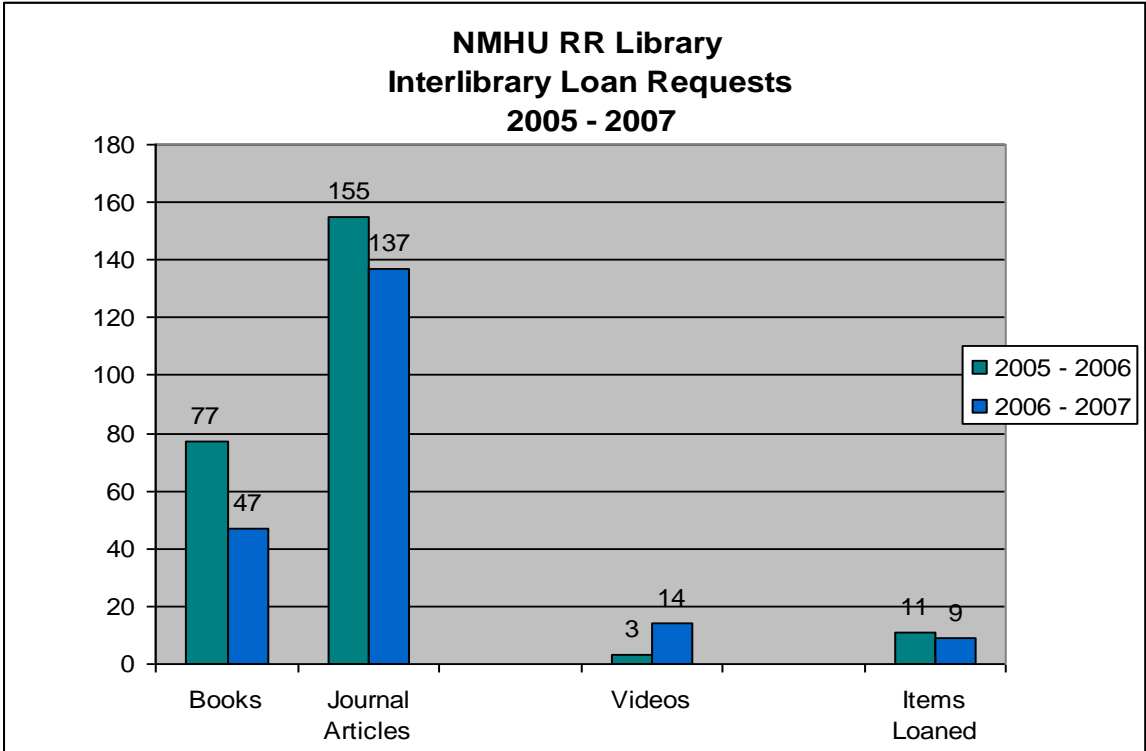
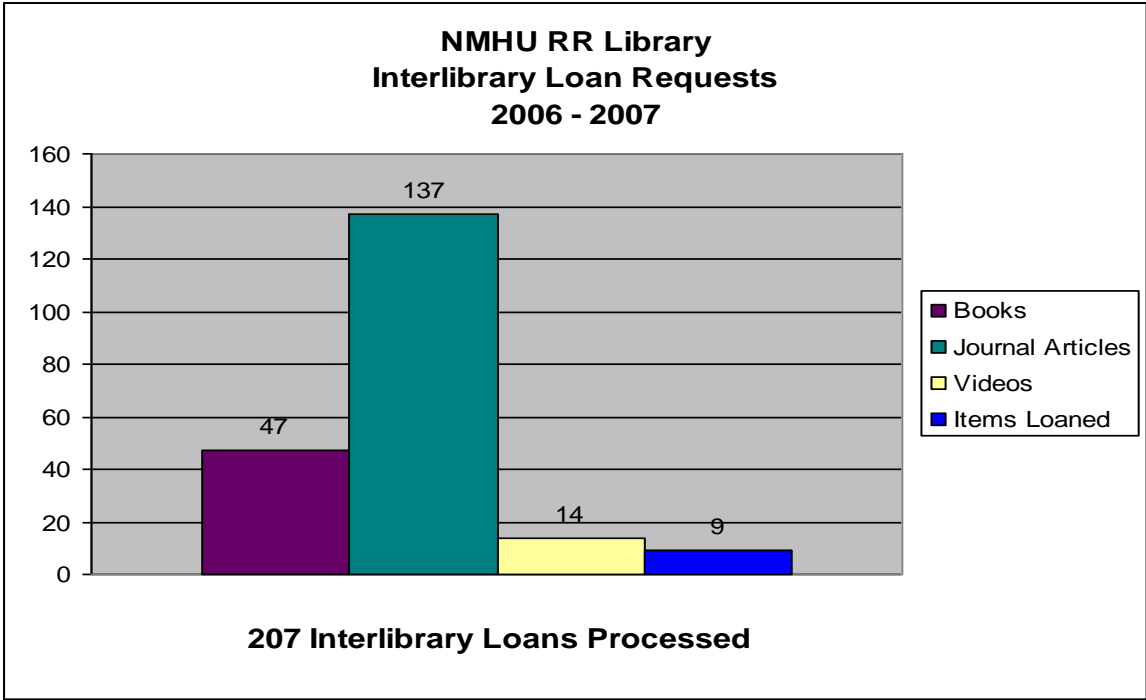
Technology is essential to ILL and has become a major asset in the department. One main function is to request materials and to receive requests from other libraries using OCLC WorldCat Resource Sharing within the First Search database. ILL has enhanced the functionality in this database to include requests from electronic journal holdings. This has resulted in an increase in requests. However, because this is new software from OCLC and is still in the process of improvement, some electronic journal requests entered during the past year were not able to be filled for technical reasons.

The other two software programs used are CLIO and ARIEL.

- Clio's upgrade to 5.5 had been working very well until MS Office 2007 was installed in the main computer. The software for Clio is not compatible with MS Office 2007; therefore, MS Office 2003 had to be reinstalled. It is up to the Clio staff to figure out how to make their software compatible to MS Office 2007.
- Ariel software has been upgraded from (version 3.4 to 4.1) It continues to be a tremendous service to the ILL section as well as to other libraries whose needs are met whenever copied materials are needed.

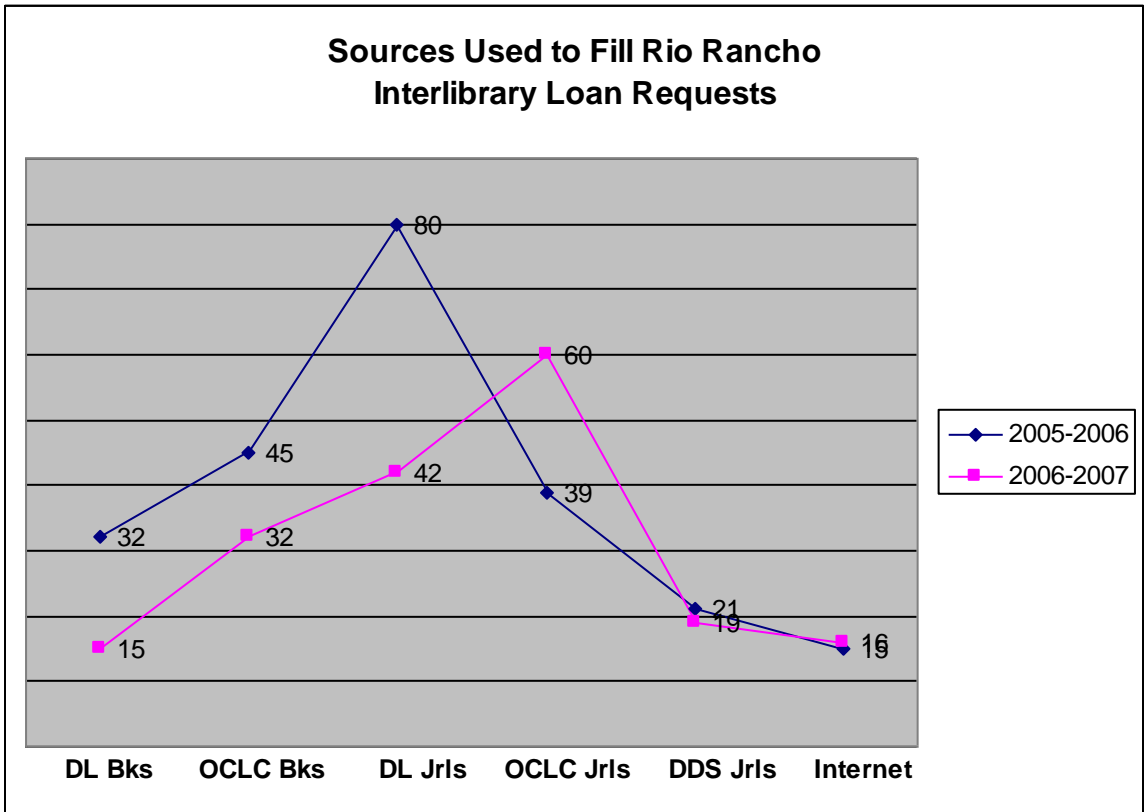
Interlibrary Loan & Document Delivery Services (Rio Rancho Campus):

As of 2005, Interlibrary Loan and Document Delivery requests for material have been received and processed from the Rio Rancho Library, and delivered directly to Rio Rancho clientele. The Interlibrary Loan staff and the Reference staff at the Donnelly Library are quick to respond to requests and send material owned by them.



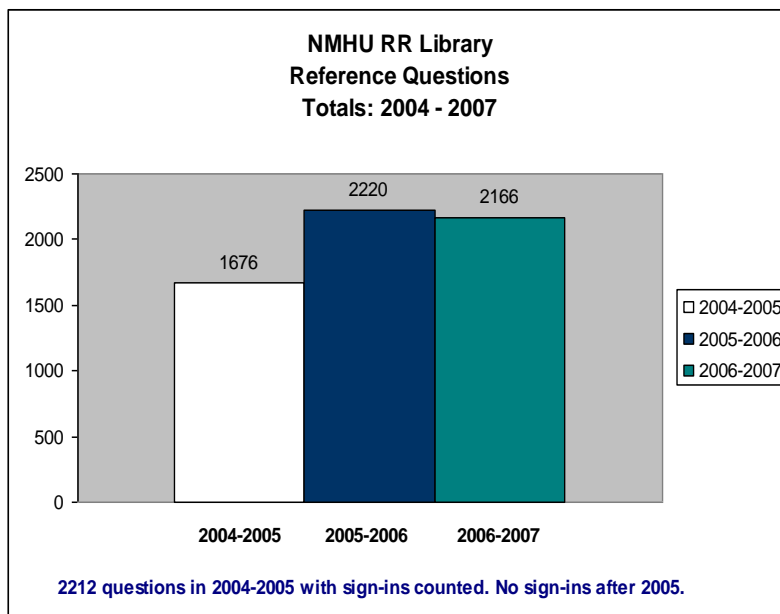
In 2006 – 2007, there were fewer requests for Donnelly Library owned books and Donnelly Library owned journal articles through Interlibrary Loan. At the same time, there was an increase in requests to OCLC for journal articles not found in our geographic region of New Mexico. This change in the characteristics of borrowing could be related to patron success with searching and finding the material they need using the library’s online resources, including Electronic Books, and their knowing

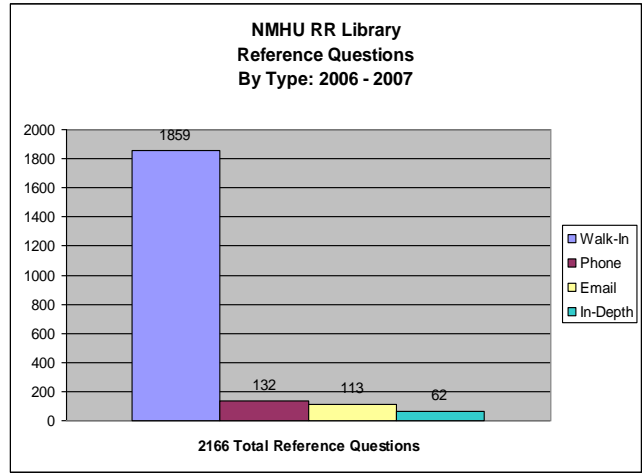
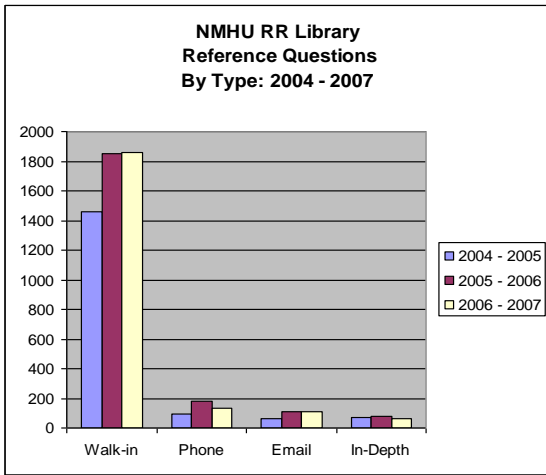
the next step to take in the process of finding material, whether to use a Library Passport to visit another academic library owning the material, or to initiate an Interlibrary Loan request.



Reference/Research:

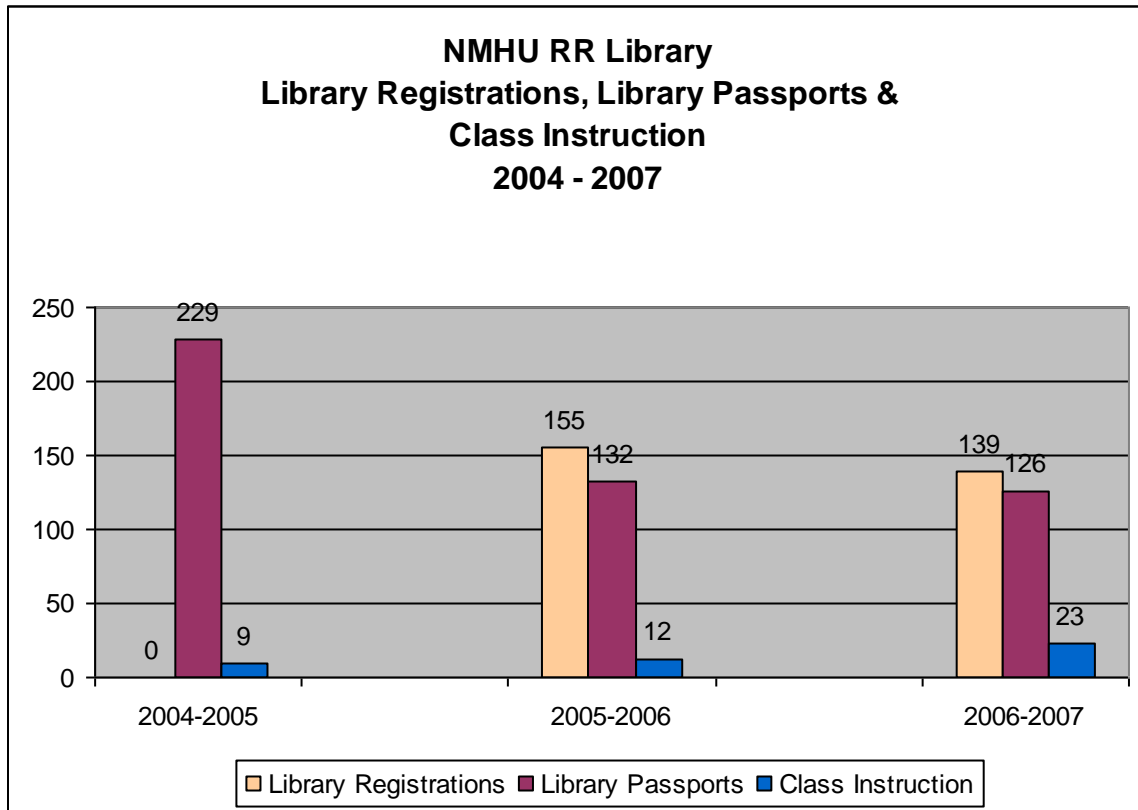
The majority of reference questions continue to come from clientele who visit the physical library and interact with the librarian. There was a slight increase in the number of reference questions sent by email during 2006-2007. Over the past two years, the volume of questions has remained steady.





Registrations, Passports and Class Instruction:

Currently, 225 graduate students, 76 undergraduate students, and 10 faculty members are registered users of the library. In addition to borrowing materials from the Rio Rancho and the Donnelly Library collections, students and faculty have the ability to borrow items from other academic libraries by using Library Passports. Because of the proximity to Rio Rancho, and also because many students live or work in Albuquerque, the UNM Libraries provide convenient access to a wealth of academic material.



Requests for instruction increased during 2006-2007. Throughout the year, the Rio Rancho Librarian provided classroom instruction to Social Work, Education and Business classes at Rio Rancho on 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.



San Juan College Campus

Similar on-site instructional sessions were provided to NMHU Roswell and Clovis clientele in September of 2006. Two librarians covered four days of instruction during a March 2007 Farmington visit to NMHU at San Juan College. Students and faculty from the departments of Social Work, Education, Business, Psychology, and Criminal Justice attended.



Assistant Librarian, Leslie Broughton, with NMHU SJC Students

Thomas C. Donnelly Library

Library Statistics – FY 2006-07

Book Holdings:	169,501
Audiovisual/CD ROM (971 audiovisual, 172 cd rom):	1,143
Circulated Items (volumes):	7,010
Electronic Books:	34,165
Journal Subscriptions (electronic full-text):	12,110
Government Documents:	221,244
Instruction/Tour Sessions: (25 instructions, 8 tours)	33
Instruction/Tour Sessions Participants: (347 instructions, 122 tours).....	469
Journal Subscriptions (548 print, 383 microform):	931
Library Web-Site Visits:	92,000
Manuscripts and Archives (linear feet):	308.65
Microforms:	185,946.5
Patrons	124,331
Reference Transactions	9,878
Resources Borrowed from Other Libraries	2,404
Resources Lent to Other Libraries	1,067
Semester Hours Open (per Week):	80.5
Staff FTE – 5 professional, 7.2 library associates, 4 library technicians, 1 secretarial/clerical	17.25
Work Study Students FTE –	6.6
Volumes (all formats):	620,288.5
Web-Site Availability	24/7

Rio Rancho & External Programs

Library Statistics – FY 2006-07

Book Holdings:	1,007
Circulated Items (volumes):	110
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:	23
Instruction Sessions Participants:	<i>Approximately 400</i>
Journal Subscriptions (print)	19
Library Web-Site Visits:	<i>Statistics Unavailable</i>
Manuscripts and Archives (linear feet):	N/A
Microforms:	<i>Available through the Main Library</i>
Patrons	311
Reference Transactions	2,166
Resources Borrowed from Other Libraries	198
Resources Lent to Other Libraries	9
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 offices files.

New Mexico Highlands University Libraries

Thomas C. Donnelly – Main Campus

Rio Rancho Branch

External Sites Library Services

STAFF ACCOMPLISHMENTS

Conferences Attended:

- Annual AMIGOS Library Services Resource Sharing through Technology – held May 1-3, 2007 in Dallas, Texas. ***Aragon, R.***
- New Mexico Library Association/Mountain Plain Library Association Annual Conference – held March 14-March 16, 2007 in Albuquerque, New Mexico. – ***Aragon, R., Kent, A.***
- Attended the annual Federal depository meeting held in Socorro on November 9, 2006 at the Skeen Library-New Mexico Institute of Mining and Technology - ***Sena-Gutierrez, J.***
- 28th Annual Interlibrary Loan conference “Reaching for the Peak of resource sharing” in Colorado Springs, April 26-27, 2007. ***Perlow, D., Vredenburg, C.***
- Library Legislative Day – January 25, 2007, State Capitol Building, Santa Fe, NM. ***Aragon, R., Broughton, L.***

Meetings Attended:

- LIBROS Annual Meeting, UNM Zimmerman Library - ***Aragon, R., Perlow, D., Broughton, L., Kent, A., Zebrowski, C.***

Workshops Attended:

- UNM Law Librarian Workshop, Legal Resources for Social Work, Rio Rancho- ***Perlow, D.***
- Law Research workshop with presenter Eileen Cohen from UNM Law Library on July 19, 2006 – ***Library Staff.***
- Workshop on CSA ILLUMINA on January 29, 2007 – ***Library Staff***
- Mistake-Free Grammar and Proofreading in Albuquerque on May 22, 2007 – ***Corral, I., Sena, M.L., Quezada, B.***

Members of Committees:

State:

- New Mexico Consortium of Academic Libraries (NMCAL) – In-coming Chair: ***Aragon, R.***
- New Mexico Library Bond Task Force – Committee Member: ***Aragon, R.***
- NM Bonds for Libraries Task Force Steering Com. – Co-Chair: ***Aragon, R.***
- NMCAL – Legislative Sub-Committee – Chair: ***Aragon, R.***
- New Mexico Arts Division – ***Read, B.***
- LIBROS Consortium – ***Library Staff***

- LIBROS Advisory Board – *Aragon, R.*

City:

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

University:

- Faculty Senate – *Kent, A.*
- Faculty Senate Executive Committee – *Kent, A. (at large member May 9, 2007)*
- Faculty Research – *Perlow, D.*
- Faculty Library – *Aragon, R., Perlow, D., Broughton, L., Kent, A., Zebrowski, C.*
- Faculty Academic Affairs Committee – *Broughton, L.*
- LV Land Grant Committee – *Aragon, R.*
- General Faculty – *Perlow, D., Kent, A., Zebrowski, C.*

Internal:

- Library Administration Staff & Librarians – *Aragon, R., Perlow, D., Broughton, L., Kent, A., Zebrowski, C., Quezada, B.*
- Land Grant Committee – *Aragon, R., Corral, I.*
- Library Budget – *Aragon, R., Perlow, D., Broughton, L., Kent, A., Zebrowski, C., Quezada, B., Ulibarri, B.*
- Library Work-Study Committee – *Quezada, B., Ulibarri, B., Sena-Gutierrez, J.*
- Special Occasion Committee – *Quezada, B.*
- Library Web Committee – *Perlow, D.*
- Head of Collections/Instruction Division Search & Screen Committee – *Perlow, D. (Chair), Ulibarri, B.*
- Head of Cataloging/Systems Division Search & Screen Committee – *Perlow, D. (Chair), Linzie, J., Vredenburg, C.*
- Head of Public Services Division Search & Screen Committee – *Broughton, L. (Chair), Corral, I. Tenorio, P.*

External-Site Training:

- Serials Solutions online seminar on Central Search, a database management tool – November 1, 2006. *Broughton, L.*
- Millenium and LIBROS training session with Dave Herzel and Eric Nudell at Rio Rancho campus—January 10, 2007. *Perlow, D., Broughton, L.*
- Scholarly Stats online seminar – April 6, 2007. *Broughton, L.*
- World Cat/OCLC Collection Analysis online seminar – June 5, 2007. *Broughton, L., Perlow, D.*
- Gale online seminar – June 20, 2007. *Broughton, L.*

Internal-Site Training:

- WebCT Training at Rio Rancho – *Perlow, D.*
- LIBROS Training – several times, concentrating on statistics and reports. *Library Staff.*
- Serials Solutions Client Center Webinar – *Zebrowski, C.*
- “Geeks Bearing Gifts”, Technology Workshop, UNM Health Sciences Library –

Perlow, D.

- Lexis-Nexis 2007, Webinar – ***Perlow, D.***
- OCLC WorldCat Collection Analysis & ILL Analysis, Webinar – ***Perlow, D.***
- Elluminate Training, Rio Rancho – ***Perlow, D.***
- Microsoft 2007 Training, Rio Rancho, ***Perlow, D.***
- Workplace Discrimination & Harassment – Held on May 16, 2007 by representatives of the U.S. Equal Employment Opportunity Commission. ***Aragon, R., Broughton, L., Corral, I., Kent, A., Vredenburg, C.***

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

- Millenium training on Serials and Cataloging modules by UNM technical librarians--***Broughton, L., Zebrowsky, C., Gallegos, G.***
- Dr. Robert M. Bell Print Lecture Series--***Bell, R.***

Special Projects:

- Book weeding and selection project. ***Broughton, L., Ulibarri, B.***
- New furniture purchase and old furniture removal project. ***Quezada, B., Ulibarri, B.***
- Indexes and abstracts relocation. ***Gallegos, G., Broughton, L.***
- Wilson Complex library assessment. November 10, 2006, ***Aragon, R., Broughton, L.***
- Dr. Robert Bell Recognition-gift presentation ceremony and dinner at the Plaza Hotel. May 7, 2007, ***Read, B., Broughton, L.***
- 45- box donation pick-up, June 8, 2007, Tesuque, NM. ***Broughton, L., Gallegos, G., Sims, L.***

Staff Development:

- MLIS classes from University of North Texas – ***Sena-Gutierrez, J.***
- Thesis credit hours from New Mexico Highlands University – ***Sena, M.L.***
- Millennium training by UNM employees from Albuquerque on April 26th, 2007 – ***Library Staff***
- Seminar for MS Office 2007 presented by Phillip Escue from IT Services = May 3, 2007. – ***Library Staff***
- In House Staff Development Presentation Series:
 - August 30, 2006 – Mr. Raymond Chávez – Electronic Reserves – ***Library Staff***
- In House Staff Development Presentation Series (organized by Mary Louise Sena):
 - September 20, 2006 – Dr. Eric Romero – Indo-Hispano Minor Degree Program – ***Library Staff***
 - November 7, 2006 – Dr. Linda LaGrange – Bachelor of Science Nursing Program – ***Library Staff***
 - December 5, 2006 – Professor Robert Mishler – Bachelor of Science in Forensics – ***Library Staff***
 - February 13, 2007 – Ms. Lillian Gorman – Nuevo México, ¿Hasta cuándo? Corridos Exhibit – ***Library Staff***
 - March 13, 2007 – Mr. Bob Read – Bell Collection – ***Library Staff***

University Courses Taught:

- Interdepartmental 1st Year Experience – Library Component – ***Aragon, R., Broughton, L., Kent, A., Zebrowski, C., Linzie, J., Corral, I.***
- Library Instruction for Highlands' distance-education students at San Juan College – March 13–15, 2007, Farmington, NM. – ***Broughton, L., Perlow, D.***

Major Library Meetings:

- Library Staff
- Library Priorities
- Library Budget
- Reference
- Courtesy Card Policy