

University of New Mexico University Libraries  
Residency Program Manual

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## Purpose of the Residency Program Manual

The purpose of this manual is to orient the Resident to the University Libraries, and to the University of New Mexico. This manual was revised and updated by the Zimmerman Library Director (ZLD), the de facto Program Coordinator for the Residency Program. The ZLD approached the revision with the following overarching goals:

- Insure adequate ‘down time’ between assignments, tasks, and orientation rotations.
  - Do not overwhelm or over schedule the Resident
- Do not create an experience that is isolating.
- Do not create an environment that can be characterized as “constant displacement”
- Provide multiple assignments and tasks that reflect a variety of library work—the Residents’ strengths, and interests—as well as the priorities identified by the ZLD and the needs of ZPS (Zimmerman Public Services).
  - Solicit input from the Resident about tasks, assignments, and projects
  - Solicit input from ZPS staff about tasks, assignments, and projects
  - Solicit input from all UL departments and staff about tasks, assignments, and projects
  - Seek and encourage opportunities for the Resident to work independently
  - Encourage the Resident to take initiative and be creative
- Do not allow the Resident to become adrift in any “sea of change”

## About the University of New Mexico<sup>1</sup>

Founded in 1889, the University of New Mexico now occupies 600 acres along old Route 66 in the heart of Albuquerque, a city of more than 700,000 people. From the magnificent mesas to the west, past the banks of the historic Rio Grande to the Sandia Mountains to the east, Albuquerque is a blend of culture and cuisine, styles and stories, people, pursuits and panoramas.

UNM offers a unique campus environment with a Pueblo Revival architectural theme that echoes the buildings of the nearby Pueblo Indian villages. The nationally recognized Campus Arboretum offers an outstanding botanical experience in the midst of one of New Mexico's great public open spaces.

UNM, a Hispanic-Serving Institution, represents a wide cross-section of cultures and backgrounds. In the fall of 2004, 26,399 students attended main campus and another 6,865 attended branch campuses and education centers. The average student at UNM is 27-years-old.

UNM boasts outstanding faculty members and include a Nobel Laureate, two MacArthur Fellows and several members of the national academies. UNM faculty published in many professional journals including Scientific American, New England Journal of Medicine and Nature. UNM professors have been quoted in Newsweek, Los Angeles Times, Business Week, People Magazine, Parade Magazine, US News and World Report, and the New Yorker, among others. UNM professors have shared their expertise on CNN, Today Show, Good Morning America, Nova and other news shows.

UNM employs 20,210 people statewide, including employees of University Hospital. UNM has more than 114,000 alumni, with Lobos in every state and 89 foreign countries. Nearly half choose to remain in New Mexico.

The University has branch campuses in Gallup, Los Alamos, Taos and Valencia County. In addition, UNM offers graduate and upper division programs in Los Alamos and Santa Fe and throughout the state. UNM's libraries, museums, galleries and Center for the Arts are a rich cultural resource for the state. UNM's Tamarind Institute is one of the premier printmaking workshops in the world. UNM is home to the Lobos and is part of the Mountain West conference. Lobo athletics draw fans from all over, and the University Arena or "The Pit" was ranked 13th by *Sports Illustrated* as one of the top 20 sports venues of the century.

UNM's main and branch campuses offer 210 certificate and degree programs, with 93 bachelor's degrees, 68 master's degrees and 37 doctoral programs. Additionally, there are three first-professional programs – in law, medicine and pharmacy – as well as five education specialist certificates, one undergraduate certificate program and two associate degree programs. Through the Evening and Weekend Degree Program, nearly 40

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<sup>1</sup> From "About the UNM," at <http://www.unm.edu/welcome.html> (accessed 31 August 2006).

complete degree programs are available with approximately 1,000 classes offered each semester after 4 p.m. or on weekends. About 12,000 non-traditional, working students attend UNM at night each semester.

Several UNM programs consistently rank among the best nationwide. For the 11th consecutive year, U.S. News & World Report graduate school rankings place two UNM School of Medicine programs in the top ten – rural medicine and family medicine. Pharmacy and occupational therapy also made the rankings, while clinical law was ranked 8th nationally. Engineering and mechanical engineering also made the list.

UNM was the only New Mexico university to be ranked among the top 25 colleges and universities for Latinos by Hispanic Magazine. So noted because UNM is “strong in Latin American affairs and Southwest Hispanic studies. Nearly half of the undergraduate students are minorities and the law school is the most racially diverse in the nation.”

UNM’s music and dance programs are ranked among the top 25 for Hispanics by Hispanic Outlook in Higher Education. And, it’s a bargain. UNM has been listed among America’s Best College Buys for nine consecutive years.

In 2004, annual giving to the University exceeded \$40 million. Total current fund revenue for UNM in 2003-04 was \$ 926,000,000. UNM research injects millions of dollars into New Mexico’s economy, augments teaching-giving students valuable hands-on training in state-of-the art laboratories-and funds new advancements in healthcare. The Health Sciences Center is the state's largest integrated health care treatment, research and education organization. Among the university's outstanding research units are the High Performance Computing Center, Cancer Center, New Mexico Engineering Research Institute, Center for High Technology Materials, Design Planning Assistance Center, Environmental Law and Policy and the Center for Non-Invasive Diagnosis.

## About the University Libraries, University of New Mexico

### **Mission**

The mission of the University of New Mexico, University Libraries is to acquire, maintain, and provide access to library information, collections, instruction and facilities that serve UNM students, faculty and staff. We value partnerships and collaborations that support and benefit the education and research programs of the diverse UNM community.

### **Vision**

The UNM University Library seeks to create a dynamic library that plans for and responds to the evolving information and research needs of the UNM and to serve as a resource for our diverse community. The 2004 Strategic Plan<sup>2</sup> noted the following:

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<sup>2</sup> The University Libraries is currently developing a new Strategic Plan for 2007-2009.

Over the next three years, the [University Library] will focus its efforts on providing access to needed collections (print and electronic), promoting information literacy, creating physical and virtual library spaces that are effective and inviting, and strengthening the library information technology infrastructure. To accomplish these goals, we must explore new sources of funding, share our successes with the people we serve, and transform the library organizational culture, which will support library employees to acquire new and evolving skills.

### Branches

The University Libraries (UL) includes four branch specialized libraries and one center. The four libraries are:

- Centennial Science and Engineering Library
- Fine Arts Library
- William J. Parish Memorial Library
- Zimmerman Library

#### **Centennial Science and Engineering Library**

The Centennial Science and Engineering Library (CSEL), located underground near the College of Engineering complex, contains materials related to science, technology, engineering, and psychology. It also has the U. S. Patent and Trademark Center for New Mexico. The Map and Geographic Information Center (MAGIC) has over 200,000 maps, images and cartographic resources. Bruce Neville ([bneville@unm.edu](mailto:bneville@unm.edu)) is Director of CSEL.

#### **Fine Arts Library**

The Fine Arts Library, located in the Center for the Arts (Popejoy Hall), contains print and media collections in the fields of architecture, landscape architecture and planning; art and art history; music and music education; and photography. The collections also include music scores, music recordings, exhibition catalogs, videos, CDs, and DVDs. A new Fine Arts and Design Library is in the planning stage and will be located on Central Avenue across from the UNM Bookstore in George Pearl Hall. Dena T. Kenney ([dena@unm.edu](mailto:dena@unm.edu)) is Director of the Fine Arts Library.

#### **Parish Memorial Library**

The William J. Parish Memorial Library, located in the Anderson Schools of Management facility, is the business and economics library. Its collections include books, periodicals, and corporate reports. The library places a special emphasis on collecting information about New Mexico businesses and has created a database indexing these resources. Sue Awe ([sawe@unm.edu](mailto:sawe@unm.edu)) is Director of the Parish Library.

## Zimmerman Library

Zimmerman Library, located on Smith Plaza and the largest of the libraries, houses the education, humanities and social sciences collections. Zimmerman is home to the majority of the library's extensive microforms collection that includes large collections of Latin American materials, Native American materials, New Mexico newspapers, and the Early English Books series. Government information, reference and instructional services make up Zimmerman Public Services. Teresa Y. Neely ([neely@unm.edu](mailto:neely@unm.edu)) is Director of Zimmerman Library.

Zimmerman Library also houses most UL wide offices including the Dean's Office, Library Information Technology (LIT), Interlibrary Loan (ILL), Acquisitions, Collection Management, Cataloging, E-Resources, the Library Research Programs—DILARES, INLP, CHIPOTLE, the Center for Southwest Research, Special Collections and Archives (CSWR), and various tenants. As a result of the April 30<sup>th</sup> fire in the basement of Zimmerman Library, many of the offices and staff previously housed in Zimmerman Library have been relocated to branch libraries or other campus offices. Some staff continue to telecommute from home.

### Administrative Services

The department of Administrative Services, located on the second floor of Zimmerman Library, is composed of four support teams: Dean's Office Support, Budget and Cost Management, Employee Resources, and Facilities Services. These offices manage a variety of day-to-day tasks as well as multiple complex projects related to the goals of the Senior Team (SRT)<sup>3</sup>. Generally, this department provides communication from the SRT to library employees through the production of *eLink* (the UL employee newsletter (see Appendix)), and management of various online listservs. This office also manages all collections, technology, and services costs; reports budgetary activities to SRT; manages all faculty, staff, and student employee hiring/payroll; pursues fund raising activities; provides public relations information; establishes marketing strategies; manages employee training; manages all library facilities maintenance, security, and space needs; processes all Library mail; and manages shipping and receiving.

The 2005 UL-wide reorganization placed Library and Information Technology (LIT) under Administrative Services. Dale Hendrickson ([dale@unm.edu](mailto:dale@unm.edu)) is the manager for LIT. This department manages the planning, maintenance, and implementation of all technology applications (i.e., servers, networking, and desktop computing for UL employees and public services).

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<sup>3</sup> Senior Team is comprised of: Fran Wilkinson, Associate Dean of University Libraries and Interim Dean, University Libraries; Johann van Reenen, Assistant Dean for Public and Research Services; Nancy Dennis, Assistant Dean of Collections and Technology Services; Dale Hendrickson, Manager, Library Information Technology, and Patricia Brkich, Director of Development.

*The Center for Southwest Research* (CSWR), located in the historic West Wing of Zimmerman Library, also reports to the Office of the Dean. It is a major resource for the study of New Mexico, the Southwest, and the American West. Its collections include books, periodicals, archives, manuscripts, architectural documents, oral histories, and pictorial materials about Latin America, New Mexico and the Southwest. Michael Kelly ([mtk@unm.edu](mailto:mtk@unm.edu)) is the director for the CSWR.

The Center also houses the special collections and rare books of the UL as well as the University Archives whose purpose it is to collect, organize, preserve, and make available materials of permanent value to the University which have historical, legal, fiscal, or administrative significance.

*The Online Archive of New Mexico* (OANM) began in 1999 as a National Endowment for the Humanities grant to provide integrated, consistent and expanded online access to information about the archival collections held by the Center and other state libraries and archives. The project created an online database listing these collections and provides digital access to the guides as well as finding aids that describe the collections.

The 2005 reorganization created two major divisions—Research and Instruction Services, administered by Johann van Reenen, Assistant Dean; and Content Acquisition and Access Services, administered by Nancy Dennis, Assistant Dean.

#### *Research and Instruction Services*

This department includes all public services (branch libraries fall within this unit), the Customer Technologies department, the Research Programs (INLP, DILARES, CHIPOTLE), and the Coordinators responsible for Quality Assurance. (See Reorganization Plan and Organization Charts in Appendix). The UL Wide Coordination and Quality Assurance group includes the following units and coordinators:

- Circulation and Reserves – Dave Herzel ([dherzel@unm.edu](mailto:dherzel@unm.edu))
- Collection Development – Linda Lewis ([llewis@unm.edu](mailto:llewis@unm.edu))
- Information Literacy and Instruction – Mark Emmons ([emmons@unm.edu](mailto:emmons@unm.edu))
- Reference – Kathleen Keating ([kkeating@unm.edu](mailto:kkeating@unm.edu))
- Scholarly Publishing – Christy Crowley ([ccrowley@unm.edu](mailto:ccrowley@unm.edu))
- Web Services and Customer Studies – Susan Magee ([smagee@unm.edu](mailto:smagee@unm.edu))
- Research Materials Bibliographic Access (RMBA) – Elizabeth Steinhagen ([ens1@unm.edu](mailto:ens1@unm.edu))

The Government Information Department (GID) has been integrated into the Zimmerman Library Reference Department. The UL is a regional depository for federal documents and a depository for New Mexico state documents, all of which are managed by Dan Barkley ([barkley@unm.edu](mailto:barkley@unm.edu)), documents librarian.

In 2001, the UL created DILARES, the Division of Iberian and Latin American Resources and Services, housed in Zimmerman Library, which highlights one of the

major collections of Latin American and Iberian materials in the United States. The Curator for DILARES is Cathy Marsicek ([marsicek@unm.edu](mailto:marsicek@unm.edu)).

In 2004 the UL created the Indigenous Nations Library Program (INLP) which encompasses all indigenous and aboriginal peoples in New Mexico, the U.S., Canada, and Latin America, which a major focus on local tribes. The INLP Curator, Paulita Aguilar ([paulita@unm.edu](mailto:paulita@unm.edu)) works with the Tribal Outreach and Liaison Librarian, Mary Alice Tsosie ([mtsosie@unm.edu](mailto:mtsosie@unm.edu)).

In 2005, the UL reorganization created a third Library Research Program, CHIPOTLE, Chicano, Hispano, Latino Library Program. The Curator for CHIPOTLE is Teresa Marquez ([andaluz@unm.edu](mailto:andaluz@unm.edu)). The Research Programs also includes a cataloging support unit called RMBA (Research Materials Bibliographic Access). Elizabeth Steinhagen ([ens1@unm.edu](mailto:ens1@unm.edu)) is the coordinator for RMBA.

#### *Content Acquisition and Access Services*

This department includes E-resources, Extended Services, LIBROS Coordination and Print Resources, the purchase of all books, journals and electronic resources; the cataloging and records maintenance of most print resources, management of the online catalog, and ILL.

#### **Other Programs**

The UL has partnered with several programs who are tenants in the Zimmerman Library building including the Center for Academic Program Support (CAPS) which provides peer tutoring services for students (Zimmerman 3<sup>rd</sup> floor—managed by Karen Olson ([kolson@unm.edu](mailto:kolson@unm.edu)); the Center for Regional Studies which promotes research, teaching and learning about New Mexico and the Southwest (Zimmerman 2<sup>nd</sup> floor); the Chaco Archives, a National Park Service program which is part of the Chaco Culture National Historical Park Museum Collection, documenting the years of research at the Chaco Culture National Historical Park (Zimmerman 2<sup>nd</sup> floor); the Spanish Colonial Research Center promotes teaching, research, and learning about the National Park Service's Spanish Colonial heritage sites (Zimmerman 2<sup>nd</sup> floor); and the Western Governors' University, a virtual university, selected the UL to provide library services to all its students (Barbara Rosen – [brosen@unm.edu](mailto:brosen@unm.edu)). In her role as a public services librarian, Barbara also provides reference services at the Zimmerman reference desk.

#### **Other Libraries**

In addition to the UL, but not administratively part of it, are the Health Sciences Library and Informatics Center (Holly Shipp Buchanan – Associate VP for KMIT and Director ([hbuchanan@salud.unm.edu](mailto:hbuchanan@salud.unm.edu)); and the Law Library (Carol A. Parker, Law Library Director and Assistant Professor of Law ([cparker@law.unm.edu](mailto:cparker@law.unm.edu)), as well as a variety of specialized and departmental libraries on the UNM campus and on branch campuses.

#### **Library Facts**

The UL is the only library system in New Mexico that is a member of the Association of Research Libraries. It ranks in ARL's top 70 libraries in the U.S. and Canada.

Altogether, the UL, the Health Sciences Library and Informatics Center, the Law Library, and other specialized and department libraries contain over 2.6 million volumes, almost 15,000 currently received serials, 587,000 government documents 15,000 manuscripts and archives, 220,000 maps and cartographic images, 137,000 electronic books, 19,000 electronic journals and 4.6 million microforms. The UL provides access to over 200 electronic databases.

The electronic books collections include collections of current reference materials in all subject areas, books about computer and information technology, scholarly books published in the late 20th and early 21st century, books about Southwestern studies, books published in Great Britain prior to 1800, and books published in North America prior to 1700. The library is also a member of the Early English Books Online Text Creation Project and the Early American Imprints Online Text Creation Project that are digitizing the images of some of the texts in order to allow full-text searching of the items. The electronic journals collection includes all the JSTOR packages, Project Muse, and several publisher's packages such as Blackwell Science, Kluwer and PsycArticles. The Gold Rush database lists all the electronic journals and provides links to the resources.

The electronic databases include general resources such as EBSCOHost Academic Search Premier and subject resources such as ABI-Inform (business and management), PsycINFO (psychology), SciSearch (science and technology), and ArtBibliographies Modern (art).

The interlibrary loan department uses ILLiad, an entirely automated system that allows patrons to enter and track their requests online. It allows the UL to analyze requests by several factors including the number of times that specific titles have been requested for possible purchase consideration. In 2002, the UL began using Docutek as its electronic reserve system.

LIBROS is the online catalog for the UL, most of the other UNM libraries, and several other New Mexico libraries. It is an Innovative Interfaces, Inc. integrated library system and uses the acquisitions, serials control, fund accounting, cataloging, circulation, and public catalog functions. The Millennium version was implemented in 2002. The University of New Mexico members of the LIBROS Consortium, managed by the UL, are the Law Library; the libraries at the branch campuses in Gallup, Los Alamos, Taos, and Valencia; and the departmental collections of African American Studies, the Clark Field Archive and Library, the Museum of Southwestern Biology Library; the Native American Studies Information Materials and Resource Collection, the Women's Resource Center and the Lesbian, Bisexual & Gay Alliance Library. The other libraries included in LIBROS are the Albuquerque Planning Resource Center, the New Mexico Institute of Mining and Technology Library, Northern New Mexico Community College Library, the Santa Fe Community College Library, the Harwood Museum Library, the

Millicent Rogers Museum Library, the Taos Historical Museum Library, Eastern New Mexico University, Highlands University, and the Santa Fe Institute Library.<sup>4</sup>

## Getting Set-up to Work and Other Related Stuff

The UL operates in a highly technological environment and UL employees are expected to master a variety of software packages in order to function successfully on a daily basis. The Resident will receive orientation and training in order to become proficient in using commonly used UL software packages. Additionally, the Resident will receive an orientation to software installed on her computer, as well as UL drives, the UL Intranet and the UL Internet. This training will be provided by Annelise Sklar ([duchess@unm.edu](mailto:duchess@unm.edu)) and will be scheduled for the first week of the Residents' employment.

- GroupWise (calendaring software) – training scheduled for Tuesday, Sept. 5<sup>th</sup>.
- E-mail at UNM
- UL Listserv lists and communication
  - [Libpers-1@unm.edu](mailto:Libpers-1@unm.edu) (all UL employees)
  - [Libfac-1@unm.edu](mailto:Libfac-1@unm.edu) (all UL faculty)
  - [Zimstaff-1@unm.edu](mailto:Zimstaff-1@unm.edu) (all Zimmerman public services staff)
  - [Zimrefdesks-@unm.edu](mailto:Zimrefdesks-@unm.edu) (all employees who work Zimmerman Reference Desks)
  - [Zimcirc-1@unm.edu](mailto:Zimcirc-1@unm.edu) (all Zimmerman Circulation staff)
  - [Zpsstudents-1@unm.edu](mailto:Zpsstudents-1@unm.edu) (all students who work for ZPS)
  - [Zimref-1@unm.edu](mailto:Zimref-1@unm.edu) (Zimmerman Reference and GID staff)
  - [ULRef-1@unm.edu](mailto:ULRef-1@unm.edu) (all UL ref Staff)
  - [ULCSC-L@unm.edu](mailto:ULCSC-L@unm.edu) (Customer Services Committee – all department heads including N. Dennis. and J.v. Reenen)
  - [Selectors-1@unm.edu](mailto:Selectors-1@unm.edu) (Collection development selectors)
  - [Allfac-1@unm.edu](mailto:Allfac-1@unm.edu) (all UNM faculty)
  - [Benelig-1@unm.edu](mailto:Benelig-1@unm.edu) (UNM HR benefits)
  - [Payall-1@unm.edu](mailto:Payall-1@unm.edu) (UNM Payroll)
  - [NEWSMINUTE-L@LIST.UNM.EDU](mailto:NEWSMINUTE-L@LIST.UNM.EDU) (UNM News Minute)
- Instant Messaging and CHAT (AIM and GAIM) (see Appendix for UL chat names)
- UL Internet and UL Intranet Overview
- Other Handy Relevant Information
  - Coffee/Tea/Dasani/Breaks
  - Employee Health Promotional Program (see Appendix)
- Committees, Task Forces, and Regular Meetings
  - Zimmerman Public Services Meetings, Thursdays, 2:00-3:00
  - Library Faculty, 2<sup>nd</sup> Monday, 1:00-3:00 pm
  - Other committee, task forces, and meetings as assigned

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<sup>4</sup> Fran Wilkinson and Rita Critchfield adapted this Overview, from an entry to appear in the *Encyclopedia of Library and Information Science*, written by Fran Wilkinson and Linda Lewis.

## Orientation for New UL Faculty

The University Libraries has developed comprehensive checklists in order to orient new faculty to the UL and to UNM (see Appendix). The Resident's Orientation Rotation through key UL departments provides an opportunity for a more in-depth orientation in a structured environment. The ZLD will work with the Resident to complete the checklists and provide guidance throughout the completion and the general orientation process.

In addition to spending scheduled time in the departments beginning on page 19 of this manual, the Resident is expected to schedule individual meetings and/or coffee/breaks<sup>5</sup> with the following individuals to become oriented to other administrative aspects of the UL. Also included are recommended offices and departments external to the UL.

### **Administration**

Patricia Brkich – Director, UL Development ([pbrkich@unm.edu](mailto:pbrkich@unm.edu))

Ed Padilla – UL Facilities, UL Security ([epadilla@unm.edu](mailto:epadilla@unm.edu))

Rita Critchfield – UL Human Resources ([rcritch@unm.edu](mailto:rcritch@unm.edu))

### **Public and Research Services**

Cathy Marsicek ([marsicek@unm.edu](mailto:marsicek@unm.edu)), Curator, DILARES, and Carolyn Mountain ([carolynm@unm.edu](mailto:carolynm@unm.edu)) – DILARES.

Paulita Aguilar ([paulita@unm.edu](mailto:paulita@unm.edu)), Curator, INLP, and Mary Alice Tsosie ([mtsosie@unm.edu](mailto:mtsosie@unm.edu)), – INLP

Maria Teresa Marquez ([andaluz@unm.edu](mailto:andaluz@unm.edu)), Curator, CHIPOTLE

Susan Magee – ([smagee@unm.edu](mailto:smagee@unm.edu)) – Web Services

Christy Crowley ([ccrowley@unm.edu](mailto:ccrowley@unm.edu)) – DSPACE

### **Library and Extended Services**

Barbara Rosen – Western Governor's University ([brosen@unm.edu](mailto:brosen@unm.edu))

### **External to the UL**

#### **Tenant – 3<sup>rd</sup> Floor, Zimmerman Library**

Karen Olson – Director, CAPS ([kolsen@unm.edu](mailto:kolsen@unm.edu))

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<sup>5</sup> Coffee breaks are an interesting Southwestern cultural anomaly. Consumption of coffee is not automatically assumed or required, and those engaging in this activity can discuss work or not. In any event, it is entirely acceptable and expected.

## About the University Libraries Resident Program

### *Purpose*

The University of New Mexico University Libraries Resident Program was approved by the UL administration in 2002. The first two Residents were hired and began work in 2003. The Resident web site (under construction) will include additional information about the Resident Program, and the first three Residents.

The primary goals of the program in 2003 were:

- to provide opportunities to enter the profession with academic library experience, specifically for qualified diverse librarians; and,
- to bring energy, creativity and new ideas to the UL from recent library graduates

Recruiting for the 2006 Resident clearly illuminated the variety, diversity, and broad range of skill sets, knowledge, talent and interests shared by recent MLIS program graduates. This process provided a renewed focus on the goals, expectations and potential of the program. Shared collaborative experiences will significantly benefit both the UL and the Resident.

### *UNM UL Resident - 2006*

The most recent job advertisement for the Resident position was posted in March 2006, culminating in an appointment in August 2006.

University of New Mexico Libraries  
**Library Resident in Research and Instruction Services**

The University of New Mexico Libraries has an opening (JR# 5976) for a Library Resident in Research and Instruction Services. This is a full-time, 12 month faculty position. The desired start date is July 1, 2006. The faculty rank will be Lecturer III, visiting status. This position may be extended by the University Libraries for up to one additional year subject to program needs, library budget, and job performance. The annual salary is \$40,000.

**Position Description**

This post-MLS residency is designed for recent graduates of ALA accredited library and information science programs. Prior professional experience is not expected. The resident will participate in an extensive orientation program that provides the opportunity to develop expertise in all aspects of an academic research library including research and instruction services, public and technical services, library administration, special collections, library research programs and library technology. Residents will participate in faculty governance as detailed in the UNM Faculty Handbook.

**Education and Experience**

**Minimum Qualifications:**

- Master's degree from an ALA-accredited Library/Information Science program obtained between December 1, 2004 and July 1, 2006.
- Experience working with culturally diverse populations.
- Coursework in public services, library instruction or electronic resources.
- Interest in and/or experience with library public services, information literacy, or outreach activities.

**Preferred Qualifications:**

- Library instruction or teaching experience.
- Reference or library information desk experience.
- Coursework in technical services, organization of information, or cataloging.
- Interest in and/or experience with library technical services, acquisitions, or cataloging.
- Demonstrated motivation to learn new technologies such as working in a Windows-based environment, especially productivity software, communication packages, or Web page development.
- Demonstrated problem solving experience.
- Excellent oral and written communication and interpersonal skills.

**Primary Duties**

- Provide public service with emphasis on general reference and instruction.
- Participate in collection development, the development of web-based services, e.g. subject pages, finding guides, and online tutorials and other liaison activities as assigned.
- Participate in library technology problem solving, discussions, and applications.
- Participate in collection development or technical services activities, as appropriate.
- Assist with outreach programs and/or in our research programs: DILARES (Division of Ibero and Latin American Resources/Services), INLP (Indigenous Nations Library Program), CHLP (Chicano, Hispano, Latino Library Program) as appropriate.
- Participate in faculty governance meetings, as appropriate, and in library management meetings, as required.

## UL Resident Program – Goals/Objectives and Duties/Responsibilities

### *Duties and Responsibilities – Year 1*

- Meet regularly with Resident Supervisor (Zimmerman Library Director/ZLD)
- Work with ZLD to develop goals and objectives for the 1<sup>st</sup> calendar year
- Become fully familiar with the UL as an organization and academic research library
- Become fully familiar with UL administration at the Dean, Associate Dean, Assistant Dean, Director, and Coordinator levels
- Become fully familiar and oriented with functional and administrative areas of the UL as outlined in the Resident Manual.

### *Goals and Objectives – Year 1*

- Complete the UL ‘Orientation for New Library Faculty’
- Complete the Resident Orientation through all departments and branches of the UL as outlined in the UL Resident Program Manual
- Become oriented to the UNM main campus
- Resident Projects – To Be Discussed
  - Serve on committees as appropriate.
  - Work on projects, as assigned.
- Fully engage in training in preparation for participation in the UL instruction program.
- Participate in training in selection for the acquisition of library materials in the UL in an assigned subject area.
- Participate in training for reference and public services in preparation for providing solo reference service.
- Participate fully as a library faculty member through faculty governance and service on library faculty committees as assigned and appropriate.
- Identify professional development opportunities external to the UL and UNM (e.g. ALA Mid-Winter Meeting).
- Other duties as assigned.
- Work with ZLD to identify relevant UL projects and initiatives to participate in during the second half of the first year of Residency Program.
- Work with ZLD to develop curriculum vita and begin job search *or* prepare for second year at UNM.

## UL Resident Program – Year 2

### *Goals and Objectives – Year 2*

- TBD

## Residency Program Evaluation

In order to insure the quality and ongoing success of the UL Residency Program, it is necessary to document and evaluate progress to continuously improve the program. Informal and formal feedback will be solicited from former and current Residents, UL staff, Resident Orientation Coordinators, and Resident Project Managers. The Resident will be strongly encouraged to maintain a log, blog, or journal of her experiences in the program, specifically, on the Orientation Rotations and the Projects. This record will benefit not only the Resident, but will also be used to inform the improvement of the Program overall.

### Rotation Orientation Through the University Libraries

In order to become oriented to the UL as a whole, the Resident will rotate throughout all departments, all branches, the Center for Southwest Research, DILARES, INLP, and CHIPOTLE. The entire orientation rotation is expected to be completed during the first few months of the Residents' employment. Orientation Coordinators will be identified for each area of the UL and the Resident will be responsible for contacting the Coordinator and scheduling the Rotations.

#### Zimmerman Public Services

- Tour, Zimmerman Library, TBD
- UL Orientation for New Faculty, ZLD
- Reference Services, KK and ZLD
- Government Information, Dan Barkley
- UL Instruction Services, Mark Emmons and Carroll L. Botts
- Circulation and Access Services and Security, Dave Herzel
- Committees, Meetings, and Task Forces, ZLD

**Zimmerman Reference Services** – The Resident's home base will be in Zimmerman Public Services. The Resident will need to become oriented to and familiar with all aspects of Zimmerman Public Services, including reference and government information, as well as Zimmerman Circulation, reserve and access services. The Resident will receive in-depth training in preparation for serving at the Reference Desk at a later date.

#### Overview and Orientation to Zimmerman Reference

- Supplies, Forms, Printing and Copying, Mail/Outbox (ZLD)
- Scheduling a service point (D. Barkley)
- Developer's Workstation, Scanning, Faxing (ZLD)
- Reference Statistics (H. Perea)
- Reference Collection and Collection Maintenance (N. Pistorius)
- Library Information Subject Guides (LIG's) (A. Sklar)
- Zimmerman Reference Computer Support (H. Perea)
- Reference Desk, Ready Reference, Reference Telephone (H. Perea)

**Government Information Department** – The following are areas of GID that have been identified as essential to orienting the Resident. The Resident is expected to spend approximately 2 weeks becoming familiar with GID resources. The contact for this Orientation Rotation is Dan Barkley ([barkley@unm.edu](mailto:barkley@unm.edu)).

- Orientation and Tour to include closed stacks and basements (M. Dorame)
- Depository Program overview to include selective and regional (D. Barkley)
- Selecting in a Depository Program, print and electronic materials (D. Barkley)
- Processing overview to include gifts, depository items, bindery (M. Dorame)
- Processing Depository items, from boxes to shelf (M. Dorame)
- *Government Information Newsletter* (M. Dorame)
- Freedom of Information Act (FOIA) and Reading Room materials (A. Sklar)

**University Libraries Instruction** – The Resident is expected to spend approximately 4 hours with the UL Head of Instruction, Mark Emmons, and Carroll L. Botts, Coordinator for First Year Instruction Services, becoming oriented to instruction at the UL. Mark Emmons ([emmons@unm.edu](mailto:emmons@unm.edu)) will be the contact for this Orientation Rotation. This orientation is designed to provide the Resident with an overall orientation and overview to instruction at the UL. More in depth training will be provided later to prepare the Resident for participating fully in the UL Instruction Program.

- Information Literacy & Librarianship (M. Emmons)
  - journals
  - listservs
  - conferences
  - service opportunities
  - immersion & other training opportunities
- Overview and orientation to Instruction at the UL (M. Emmons)
  - Instruction and the Branches, CSWR, INLP, DILARES, CHIPOTLE
  - Scheduling instruction at the UL
  - Instruction Listserv ([Instructor-1@unm.edu](mailto:Instructor-1@unm.edu))
  - Web Instruction Group
- Learning to Teach Workshop (M. Emmons)
- Information Literacy (M. Emmons)
  - Information Literacy in the Disciplines at UNM (Special Education)
- Freshman Academic Choices (C. Botts)
  - Freshman Learning Communities
  - Freshman Interest Groups
  - Living and Learning Communities
  - Experiential Learning Communities (A.K.A. Service & Research Learning Communities)
  - Honors Program (M. Emmons)
- College Enrichment Program (CEP) (C. Botts)
- K-12 Outreach (C. Botts)
- Summer Programs (C. Botts)
- English 102 (C. Botts)

**Circulation and Access Services, and Security** – The following are areas of Circulation that have been identified as essential to orienting the Resident. The Resident is expected to spend approximately one month in Zimmerman’s Circulation Department. The contact for this Orientation Rotation is Dave Herzel ([dherzel@unm.edu](mailto:dherzel@unm.edu)).

- Overview including consortial issues and Zimmerman Circulation’s relation to branches, accessibility services, facilities and security (D. Herzel)
- E-Reserves (D. Herzel/M. Sanchez) – 10 hours (2 per day for 1 week)
- Circulation Counter and paper reserves (K. Downer)- 1 day
- Billing and Bursar - From notices to billing and collections (C. Ford) - 1 week
- Managing Stacks (R. Cole) - 2 days
- Hiring, training, and managing student workforce (A. Kargacin)
- Copy and Print Services (K. Downer)
- Opening and Closing Circulation and Zimmerman Library building (K. Downer)
- Day-to-Day Circulation activities including UL wide responsibilities (K. Downer)
- Recalls, Searching, and Holds Management (S. Keller)
- Collections Maintenance including item record analysis (D. Herzel/C. Ford)

### Zimmerman Library (not Public Services)

In addition to Zimmerman Public Services, Zimmerman Library is home to all of the UL Wide services, except branch specific services and departments, as well as several tenants (described above).

### Administrative Services

- Administrative Support, Patricia Campbell ([pcamp@unm.edu](mailto:pcamp@unm.edu)), Linda Skye ([lskye@unm.edu](mailto:lskye@unm.edu)), Pat Branwen ([pbranwen@unm.edu](mailto:pbranwen@unm.edu)), Chad Kurzawski ([ckurzaws@unm.edu](mailto:ckurzaws@unm.edu))
- Dean’s Office
  - Fran Wilkinson, Interim Dean, University Libraries (L. Skye support)
  - Johann van Reenen, Assistant Dean, Research and Instruction Services (P. Campbell support)
  - Nancy Dennis, Assistant Dean, Content Acquisition and Access Services (C. Kurzawski support)
  - Patricia Brkich, Director, Development ([pbrkich@unm.edu](mailto:pbrkich@unm.edu))
- Employee Resources (Student Employment)
  - Rita Critchfield ([rcritch@unm.edu](mailto:rcritch@unm.edu))
- Facilities Services and Security
  - Ed Padilla ([epadilla@unm.edu](mailto:epadilla@unm.edu))
- Budget and Cost Management (BCM)
  - Juanita Trujillo, Business Manager ([jtrujill@unm.edu](mailto:jtrujill@unm.edu)) – The Resident is expected to complete an Orientation Rotation in BCM. The contact for this Orientation Rotation is Business Manager, Juanita Trujillo ([jtrujill@unm.edu](mailto:jtrujill@unm.edu)). The Resident will be given a tour of BCM and introduced to all BCM staff and oriented to their respective jobs. The tour

will highlight the newly renovated BCM offices and the centralized space created for UL forms. Major areas of responsibility in BCM include payroll, employee resources (faculty, staff, and students); travel vouchers and reimbursement; faculty leave (annual leave, research leave, professional leave, sick leave); petty cash; deposits and cash drawer audits; book bills (acquisitions); supplies; and bills for ILL and Document Delivery Services.

## Interlibrary Loan

The Resident is expected to complete an Orientation in Interlibrary Loan (ILL). The contact person for this Rotation is Randy Moorehead, Manager, Interlibrary Loan ([randym@unm.edu](mailto:randym@unm.edu)). The rotation through ILL is expected to last approximately 4 hours. The Resident will learn about the following:

- Overview, tour and basics of ILL to include general theory and background
- Basic workflow in ILL Department
- Lending, Borrowing, and Document Delivery
- ILL Software Management Systems
  - ILLIAD
  - Ariel
  - Rapid
- OCLC Searching and Ordering
- Consortium Libraries and lending policies – Ours and Theirs
- How much does ILL cost?

## Electronic Resources

Electronic Resources (eResources) at the UL are managed by the Electronic Resources Coordinator, Twila Firmature. Twila can be reached at [twila@unm.edu](mailto:twila@unm.edu) and will be the contact for the this Orientation. Twila and the E-Resources team (ERT) provide leadership in developing and providing access to the Libraries' electronic resources including coordinating the acquisitions, implementation, access and evaluation of electronic resources. ERT's homepage is on the UL intranet:

<http://libintra.unm.edu.libproxy.unm.edu:8080/Main/eResources/index.php>

- Introduction to eResources and eResources Team (T. Firmature)
- Attendance at an E-Resources team meeting: Twila Firmature, Rebs Bauerschmidt, Tom Cabot, Susan Magee, Christy Crowley, Linda Lewis, Roberta Innan, Chris Johnson, Christine Nelson
- Databases and E-Journal packages
- eResources coordination and relationship to other library departments, e.g., reference, LIT, resource acquisitions
- Multi-systems vs. integrated systems/platforms
- On-campus use/access vs. remote campus use/access
- Licensing of eResources

## Library and Information Technology

The Residents' rotation through Library and Information Technology (LIT), will be led by Dale Hendrickson ([dale@unm.edu](mailto:dale@unm.edu)). Dale is the Manager, Information Technology Services.

### LIBROS Coordination

The LIBROS Coordination group was created in the UL reorganization. Nancy Dennis is the Interim LIBROS Coordinator until a search is conducted. This team includes the staff below. Nancy Dennis will serve as the contact for this orientation.

- Rebs Bauerschmidt – Customer Support ([rebs@unm.edu](mailto:rebs@unm.edu))
- Roberta Innan – Training Coordinator ([rinnan@unm.edu](mailto:rinnan@unm.edu))
- Eric Nudell – System Administrator ([emnudell@unm.edu](mailto:emnudell@unm.edu))
- Ya'aqov Ziso – Authority Control ([yaaqov@unm.edu](mailto:yaaqov@unm.edu))

### Print Resources

Sever Bordeianu is the Print Resources Coordinator. This group is responsible for receiving, gifts, and copy cataloging; resource acquisitions; serials check-in; and bindery and marking. Sever Bordeianu ([sbordeia@unm.edu](mailto:sbordeia@unm.edu)) is the contact for this orientation.

### The Center for Southwest Research

**The Center for Southwest Research** is the UNM UL special collections department and UNM's resource center for the comparative and interdisciplinary study of New Mexico and the Southwest. The CSWR supports the teaching and research mission of the University, as well as serves the citizens of New Mexico and scholars from throughout the world. The CSWR comprises both library collections (including archival materials, music and rare books) and the research efforts of affiliated programs. The Director of the Center and Orientation contact is Mike Kelly ([mtk@unm.edu](mailto:mtk@unm.edu)). The Resident is expected to spend several days in the Center, in addition to shadowing the Center Director for a partial day.

- Center Tour and Overview (M. Kelly)
- Conservation and Technical Services (Claire-Lise Benaud)
- Rare Books, Acquisition, and Selection (M. Kelly)
- Stacks Maintenance—Towers and Basements, Security (D. Burge)
- Political Archives (R. Diaz)
- Anderson Room Reference (A. Massman)
- Online Archives of New Mexico and Manuscript Processing (K. Ferris and B. Silbergleit)
- Architecture (Audra Bellmore and N. Brown-Martinez (back-up))
- Photo Archives (K. Schleher)
- University Archives, T. Gugliotta

## Branches

In addition to attending at least one Branch staff meeting, the Resident will complete a rotation through each of the UL Branches. The rotation through the branches is expected to take approximately 1 ½ weeks. Orientation contacts and key areas to be included in the rotations are listed below.

**Centennial Science and Engineering Library (CSEL).** Bruce Neville ([bneville@unm.edu](mailto:bneville@unm.edu)) is the Director for CSEL. Donna Cromer ([dcromer@unm.edu](mailto:dcromer@unm.edu)) is the CSEL Reference Coordinator. Key areas to be included in the Orientation include:

- Tour and overview (D. Cromer)
- Reference (D. Cromer)
- Circulation and Reserves (G. Farr)
- MAGIC (Map and Geographic Information Systems) (M. Wyant and J. Shane)
- Patents/Trademarks (J. Shane)
- Collection Development (B. Neville)
- LIT at CSEL (B. Freels-Stendel)

**Fine Arts Library.** Dena T. Kinney ([dena@unm.edu](mailto:dena@unm.edu)) is the contact for the Fine Arts Library. The Orientation will include:

- Overview and Tour (Dena T. Kinney)
- Circulation (Michael Rivera)
- Reserves (Kyle Nelson)
- Reference and Instruction (Dena T. Kinney and Clark McLean)
- Collection Development (Dena T. Kinney) and FAL Selectors
- LIT at FAL (Clark McLean) – public computers vs. laptops
- Cataloging at FAL
- New Fine Arts and Design Library (Dena T. Kinney and Michael Rivera)

**Parish Business and Economics Library.** Sue Awe ([sawe@unm.edu](mailto:sawe@unm.edu)) is the Director of the Parish Library. She will be your contact during your rotation there. The Orientation will include:

- Overview and Tour (Susan Magee)
- Reference and Instruction (Sue Awe)
- Circulation (Vanessa Archer)
- Collection Development and Selectors (Peter Ives)
- Serials Check-in (Debbie Kozerski)

## Resident Projects (TBD)

Due to the short-termed nature of the Resident Program (1 to 2 years), the Resident will have little time to develop and implement a research and scholarly agenda. The ZLD has solicited projects from the entire UL. The Resident is expected to begin work on short term projects (1 to 3 months) in Spring 2006.

Projects identified for the first few months of the Residency for 2006 are:

- ZPS Collection Analysis Tool – (TYN, NP, DB)
- Committee – Marketing Committee
- Tupac book project (TYN)
- Update ZPS referral notebooks (HP)

## Bibliography of Resident/Intern Literature

The purpose of this bibliography is to provide background and essential reading material about library resident programs for individuals participating in the UL Resident Program.

---. "Post-Master's Residency Programs: Enhancing the Development of New Professionals and Minority Recruitment in Academic and Research Libraries." *College & Research Libraries* 58 (November 1997): 528-37.

Acree, Eric Kofi, Sharon K. Epps, Yolanda Gilmore, and Charmaine Henriques, "Using Professional Development as a Retention Tool for Underrepresented Academic Librarians," *Journal of Library Administration* 33(3/4) (2001): 45-61. Published simultaneously in Teresa Y. Neely and Kuang-Hwei (Janet) Lee-Smeltzer, eds., Diversity Now: People, Collections, and Services in Academic Libraries, Selected Papers from The Big 12 Plus Libraries Consortium Diversity Conference (New York, NY: The Haworth Information Press, 2001): pp. 45-61.

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Brewer, Julie, and Mark D. Winston, "Program Evaluation for Internship/Residency Programs in Academic and Research Libraries." *College & Research Libraries* 62 (July 2001): 307-15.

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Cogell, Raquel V. and Cindy A. Gruwell, Eds., Diversity in Libraries: Academic Residency Programs (Westport, Conn.: Greenwood Press, 2001).

Creth, Sheila D. "The First Two Years' Experience." *Library Journal* 111 (Feb. 1986): 121-24.

Diaz, Jose, and Kristina Starkhus. "Increasing Minority Representation in Academic Libraries: The Minority Librarian Intern Program at the Ohio State University." *College & Research Libraries* 55 (Jan. 1994): 41-46.

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Dougherty, Richard M., and Wendy P. Lougee. "Research Library Residencies: A New Model of Professional Development." *Library Journal* 111 (Jul. 1983): 1322-24.

Glass, Betty. "A Time of Transition." *Library Journal* 111 (Feb. 1986): 127-28.

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Mahony, Molly. "Preparation for the Future." *Library Journal* 111 (Feb. 1986): 129-30.

"Post-Master's Residencies Receive Positive Response." *Library Personnel News* (May-June 1996): 5.

Shoemaker, Sarah. "A Unique Experience." *Library Journal* 111 (Feb. 1986): 125-26.

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Trumpeter, Margo C., and Paul Gherman. "A Post-Master's Degree Internship Program." *Library Journal* (Jun. 1980): 1366-69.

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