

State Library helping the National Hispanic Cultural Center

December 17, 2015

Bradley Carrington, Chief, Technical Services Bureau, New Mexico State Library

At the end of July 31st, 2015 the National Hispanic Cultural Center's History & Literary Arts program (HLA) ended up without its regular staff. Carlos retired and Greta resigned. The State Library was pleased to be able to help its SALSA partner! On December 7th Anna Uremovich started working at HLA. In the interim State Library staff dropped in, looked all around, sorted and stacked, and cataloged over 1000 items! From the State Library Technical Services Bureau (TSB) came Brigitte Schimek (Principal Cataloger), Aubrey Iglesias (Documents Cataloger) and Bradley Carrington (Bureau Chief).

Item record statistics

Before we started the HCC collection held 10,093 items. Here is the break-down by collection name:

CollectionName	NumberOfItems
HCC SouthWest General	3779
HCC Latin America	1184
HCC Mexico	1178
HCC Spain and Portugal	1026
HCC New Mexico General	913
HCC Hispanic SouthWest	822
HCC Special Collections	796
HCC Reference	553
HCC Hispanic New Mexico	379
HCC Hispanic United States	223
HCC Genealogy Reference	43
HCC Genealogy	5
(no collection)	2

We added 1037 items and located them all in the HCC New Mexico General collection. We found no guidelines governing into which collection items went, so we simply favored the General Collection. We grew the number of cataloged items by almost 10.3%!

It is unknown why collections were assigned since all materials are intershelved. Volunteers are unclear of their use, just that Greta made and used them. Greta decided what to include in the Reference collection.

There was no existing use of the Shelf Location field. See the appendix for a listing of all the values used in the public note field of the item records.

Here's a breakdown by circulation material type (as of 12/15):

ItemBranchName	MaterialTypeDescription	NumberOfItems
National Hispanic Cultural Center Library	Books	11919
National Hispanic Cultural Center Library	Manuscript	11

We can make bulk changes to the item records (or train you to make bulk changes). Let us know how you all would like to apply your collection names and any shelf locations.

Cataloging backlog

Where we found bits of backlog:

Library:

- The uncat collections are organized by donor
- Range 1: a couple of monograph sets
- Range 3: old Books in Print vols.; also some in the Archives room range 19 (Elsa took these for props or some such)
- Range 4: books needing repair (moved to Archives room)
- Range 5: serial runs: NM Hist. Rev.; City Directory
- Range 6: City Directory issues
- Range 7: not sure if any of this needs cataloging
- Range 8: Chavez & Lopez, Sheldon collections
- Range 9: Keleher, Rebolledo, Love collections
- Range 10: Sheldon collection; children's books
- the volunteers compacted all of this; what remains was last seen in ranges 1-4
- plus stuff in small book cases near the windows (see "Carmen's list")

Archives room:

- Range 2: after the Zs
- In general: is all the archives/manuscript stuff cataloged? Does any of it need cataloging?
- Ranges 19-20: do the sound recordings need cataloging? Many LPs here, plus there are more LPs elsewhere, cassettes, too. Other AV media scattered about.
- Book case next to range 20: any of this need cataloging? Plus there seem to be more copy 2s in this range

Greta's office:

- Brigitte went through this backlog

How we left it:

- Monographs
 - cataloged and ready for shelf-processing; call number pencilled-in; in cases near the copier/printer (sign says: *"Need to be labelled // (everything in this bookcase) // The corresponding bib./item records are already in the library catalog."*)
 - a copy already in NHCC; on top of filing cabinet in intern's office (sign says *"Potential extra copies (for booksale?) // The library catalog already shows NHCC has two copies of these titles so these were not added to the collection. // Staff may wish to confirm that there are indeed already two copies on the shelves before parting with these titles."*)

- uncataloged; in Carlos' office, along with the serials (sign says "*Need original cataloging // No bib. records found in OCLC for these items as of 12/04/2015 so no records could be brought into the library catalog.*")
- more uncataloged: backlog is at beginning of library stacks, ranges 1-4, plus on a few of the smaller cases near the computers (see "Carmen's list"); much of this will have OCLC copy available
- Serials: as we plowed through the backlog we pulled any serial issues. We left them in 3 stacks:
 - not sorted
 - a record already in SALSAs; bib number pencilled-in
 - no SALSAs record; OCLC number pencilled-in

Shelf processing

We strongly recommend that every item have a property stamp. Nothing on the items indicates the owning library. From what we saw it varied whether items had donor information indicated, either via a stamp or a handwritten label. We can help with installing a printer for spine labels. Supplies ran low and Claudia reordered some. In the interim we gave a packet of 100 security strips and two boxes of 12" mylar book covers.

There is also a section of books needing repair. See in Archives room near or in range 20.

Serials

Does HLA have any active subscriptions? We can help with textual holdings. See attachment for titles with serial holdings records.

Collection development

We assumed that everything in the backlog needed cataloging; that everything had been accepted for addition to the HLA collection. Let us know if you need help withdrawing any items. A question that repeated concerned duplicate copies. HLA should settle its policy on handling duplicate copies. We found clumps of duplicate copies shelved in several different places. Why were they pulled from the regular stacks?

A volunteer asked about whether visual materials needed their own shelving/collection. Currently they are intershelved.

Duplicate copies/booksale stuff

Where we found duplicate copies:

- Library Range 6
- Archives room Book case next to range 20
- Carlos' office
- and in what became Anna's office:

Where we found booksale stuff

- Archives room: Book case next to range 1
- Exhibit office: LPs – for book sale or need cataloging?
- and in what became Anna's office

Shifting in the stacks

The volunteers started a shifting project. They could organize the shelf-processing work by call number, so they'll know where to leave room for shelving the newly cataloged stuff. Also, do decide whether you're going to keep duplicate copies in the stacks: that decision also impacts the spacing needs during the shifting.

Unpublished material

We cataloged only published material. We didn't try to locate any backlog of uncataloged manuscript and archival material.

Reference services

On occasion we would help the volunteers to answer reference questions from the library patrons.

Computers

We were able to use the computers in the old offices (Carlos and Katie the archivist). Patrick was a great help. We were able to use our DCA accounts. Brad registered these computers for use on the Polaris server. We also used the TSB laptop.

NHCC Staffing

Brad served on the search committee for Archivist-A. He also helped to write a job description for a cataloger (Librarian-A).

NMSL Staffing

We worked a total of 55 people-days in Albuquerque. In addition we devoted much work time in Santa Fe to original cataloging, downloading/importing WorldCat records, planning, etc.

August:

- **7 people-days** at NHCC in Albuquerque (20: BC&BS, 21:BC, 24:BS, 25:BC, 26:BC, 28:BS)

September:

- **15 people-days** at NHCC in Albuquerque (2:AI,BS; 4:BC,AI,BS; 8:AI,BS; 11:AI,BS; 15:AI,BS; 22:AI,BS; 30:AI,BS;)

October:

- **16 people-days** at NHCC in Albuquerque (2:AI,BS,BC; 7:AI,BS; 9:AI,BS; 14:AI,BS; 16:AI,BS; 21:AI,BS; 28:AI; 30:AI,BC)

November:

- **12 people-days** at NHCC in Albuquerque (4: AI,BC; 6: AI; 13: AI,BS; 18: AI,BS; 20: AI,BS,BC; 25: AI,BS)

December:

- **5 people-days** at NHCC in Albuquerque (2: AI,BS; 4: AI,BS; 17: BC)

Attachments

- public note field of item records
- list of serial holdings records
- OCLC CatExpress advice
- SALSA MOU

From: [Carrington, Bradley, DCA](#)
To: [Iglesias, Aubrey, DCA](#); [Schimek, Brigitte, DCA](#)
Subject: values in the NHCC item records/public note field
Date: Friday, October 02, 2015 11:30:23 AM

Hello Aubrey & Brigitte,

Here are the values in the public note field of the item records:

ItemPublicNote

2 v.
2 v.; Archives
2nd. rev. ed.
2v.
3 v.
3 vol.
5 booklets only Pt.1-Pt.5
6 vol.
Alarcon collection
Alarcon collection; Archives
Alarcon collection; bd. photocopy
Alarcon collection; v.1 only
Alarcon collection;Archives
Alarcon collection
Alkarcon collection
Archives
Archives: v.1-3
Archives; 4 vol.
Archives; Alarcon collection
Archives; Alarcon collection; v.1-3 only
Archives; Boxed, loose prints
Archives; Dietz collection
Archives; Dreesen collection
Archives; F. Stanley booklets
Archives; F.Stanley booklets
Archives; Gonzales-Berry collection
Archives; Mancheno collection
Archives; Pullen collection
Archives; Stanley booklets
Archives; v.1-3
Archives; v.2 only
Archives; Vasquez coll.;n.10,12,14-15,21,24-25
Archives;F.Stanley booklets
book only
Bustamante collection
Buxton collection
BVustamante collection
damaged 2/11
Delgado collection, housed in Archives
Dewey collection
Dietz collection
Dietz collection, Archives
Dietz collection, housed in Archives
Dietz collection; Archives
Dietz collection; housed in Archives
Dietz collection; v.1-2
Donation from docent Ray Romano
Dreesen collection
Dreesen collection, housed in Archives

Dreesen collection; Archives
Dreesen collection; housed in Archives
Dreeseon collection
Dressen collection
Erna Fergusson signature; Housed in Archives
Gallegos collection
Garcia-Camarillo colection
Garcia-Camarillo collection
Garcia-Camarillo collection (v.1 only)
Garcia-Camarillo collection; Archives
genealogy reference
gift of the author
Gonales-Berry collection
Gonzales-Berry
Gonzales-Berry collection
Gonzales-Berry collection: Archives
Gonzales-Berry collection; Archives
Gonzales-Berry collection; needs repair
Gonzales-Berry collection; v.1, v.2
Gonzales-Berry collections
Gonzales-Berry collecton
Gonzales-Berry collection
Hernandez-Chavez collection
Hopson collection
Hopson collection, housed in Archives
Hopson collection; housed in Archives
Housed in Archives
Housed in Archives, v.1, v.2
Housed in Archives, v.1-2
Housed in Archives; incomplete set (last 3 v. missing)
Housed in Archives; needs repair
Housed in Archives; v.1 only
Index
Issenhart collection
Kimborough collection
Kimbrough collection
Llerena collection
Llerena collection; v.1-3
Llererna collection
Llerrerna collection
Lopez collection
Lopez collection; in Archives
Mancheno collection
Mancheno collection; 3 vol.
Mancheno collection; Archives
Mancheno collection; v.2 only
Mares collection
Mares collection, v.1-2
Marin collection
Meagher collection
Meagher collection, housed in Archives
Meagher collection, shelved in Archives
Meagher collection; Shelved in Archives
Meagher collection; Slerved in Archives
Meagher collection; v.1 only; Archives
Meagher collection; v.1-2
Needs repair
NMSL collection
NMSL collection; v.1, v.3
pamphlet unbound, Vasquez collection, housed in Archives

Partrick collection
Patrick collection
Patrick collection (v.2 only)
Patrick collection, housed in Archives
Patrick collection, limited numbered edition, Archives
Patrick collection, needs repair
Patrick collection, needs repair, housed in Archives
Patrick collection; Archives
Premio submission
Pullen collection
Pullen collection; 2 vol.
Pullen collection; Archives
Rebolledo collection
revised ed.
Ribera-Ortega collection
Ribera-Ortega collection; v.1-2
Rodriguez collection
Rodriguez collection; v.1-5
Rodriguez collection
Romero collection
Romero collection; 1997, 1998, 1999
Romero collection; 2 v.
Romero collection; 2 vol.
Romero collection; 3 vol.
Romero collection; housed in Archives
Shelve in Genealogy room
Shelved in Archives
Shelved in Genealogy Room
shelved with encyclopedias
Signed by Mark Nohl
Special Collections
Suppl. 2
Swigger collection
Swigger collection, v.1-3
Swigger collection; Archives
Swigger collection; housed in Archives
Swigger collection
v. 17; Bustamante collection
v.1 & v.2
v.1 only
v.1 text, v.2 teacher's ed.
v.1& v.2
v.1, v.2
v.1, v.2, Mancheno collection
v.1,v.2
v.1-10
v.1-2
v.1-2, housed in Archives
v.1-2, Vasquez collection
v.1-2-11-12
v.1-2; Alarcon collection
v.1-2; housed in Archives
v.1-2; Mancheno collection
v.1-3
v.1-4; Dietz collection
v.1-6
v.1-8
v.17; Vasquez collection
v.2 only
v.2; Alarcon collection

v.3
v.4
v.4 missing
v.4 only, housed in Archives
v.44, n.1
v.5
v.5,v.6;Rodriguez collection
v.89; Vasquez collection
v1-v2; Alarcon collection
v1.-v.2
Vasquez
Vasquez coll.;housed in Archives
Vasquez collection
Vasquez collection (needs repair), housed in Archives
Vasquez collection, 3d. ed.
Vasquez collection, housed in Archives
Vasquez collection, needs repair
Vasquez collection, oversized, housed in Archives
Vasquez collection, v.1 only
Vasquez collection, v.1-2
Vasquez collection, v.1-4
Vasquez collection, v1-4& index.
Vasquez collection: Archives
Vasquez collection; Archives
Vasquez collection; housed in Archives
Vasquez collection; v.1-3
Vasquez collection; v.3
Vasquez collection; v.7-10, 12-13,15,18,20,41-42,45
Vasquez collection; v1-v2
Vasquez collections
Vasquez colllection
Vazquez Collection
Vidal collection
Vidal collection, needs repair
Vidal collection; Archives
Vidal collection; housed in Archives
Vol. 1 only; Vasquez collection

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Albuquerque living / Serial

ISSN/ISBN: 07469616

Status: Completed

Category/Frequency:

Title/Format: American libraries. / Serial

ISSN/ISBN: 00029769

Status: Currently Received

Category/Frequency:

Title/Format: American theatre. / Serial

ISSN/ISBN: 87503255

Status: Not Currently Received

Category/Frequency:

Title/Format: The Americas. / Serial

ISSN/ISBN: 00031615

Status: Not Currently Received

Category/Frequency:

Title/Format: Américas. / Serial

ISSN/ISBN: 03790940

Status: Not Currently Received

Category/Frequency:

Title/Format: Amusement business. / Serial

ISSN/ISBN: 00032344

Status: Not Currently Received

Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Annotation : the newsletter of the National Historical Publications and Records Commission. / Serial

ISSN/ISBN: 01608460

Status: Not Currently Received

Category/Frequency:

Title/Format: Archivo ibero-americano. / Serial

ISSN/ISBN: 00040452

Status: Currently Received

Category/Frequency:

Title/Format: Artes de México. / Serial

ISSN/ISBN: 03004953

Status: Currently Received

Category/Frequency:

Title/Format: Artes de México. / Serial

ISSN/ISBN: 03004953

Status: Currently Received

Category/Frequency:

Title/Format: Artspace. / Serial

ISSN/ISBN: 01936956

Status: Unknown

Category/Frequency:

Title/Format: Aztlán. / Serial

ISSN/ISBN: 00052604

Status: Not Currently Received

Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Aztlán. / Serial
ISSN/ISBN: 00052604
Status: Not Currently Received
Category/Frequency:

Title/Format: The Bilingual review. : La Revista bilingüe. / Serial
ISSN/ISBN: 00945366
Status: Not Currently Received
Category/Frequency:

Title/Format: Blue mesa review. / Serial
ISSN/ISBN: 9780981656 10422951
Status: Not Currently Received
Category/Frequency:

Title/Format: Boulevard. / Serial
ISSN/ISBN: 08859337
Status: Not Currently Received
Category/Frequency:

Title/Format: CLAHR : Colonial Latin American historical review. / Serial
ISSN/ISBN: 10635769
Status: Not Currently Received
Category/Frequency:

Title/Format: Confluencia. / Serial
ISSN/ISBN: 08886091
Status: Not Currently Received
Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Críticas : an English speaker's guide to the latest Spanish language titles. / Serial
ISSN/ISBN: 15356132
Status: Currently Received
Category/Frequency:

Title/Format: El cuaderno. / Serial
ISSN/ISBN:
Status: Unknown
Category/Frequency:

Title/Format: Dance. / Serial
ISSN/ISBN: 03638731
Status: Not Currently Received
Category/Frequency:

Title/Format: Ethnohistory : the bulletin of the Ohio Valley Historic Indian Conference. / Serial
ISSN/ISBN: 00141801
Status: Not Currently Received
Category/Frequency:

Title/Format: La herencia del norte. / Serial
ISSN/ISBN: 10784322
Status: Not Currently Received
Category/Frequency:

Title/Format: Herencia : the quarterly journal of the Hispanic Genealogical Research Center of New Mexico. / Serial
ISSN/ISBN:
Status: Currently Received
Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Hispania news. / Serial

ISSN/ISBN:

Status: Not Currently Received

Category/Frequency:

Title/Format: Hispanic. / Serial

ISSN/ISBN: 08983097

Status: Not Currently Received

Category/Frequency:

Title/Format: The Hispanic American historical review. / Serial

ISSN/ISBN: 00182168

Status: Not Currently Received

Category/Frequency:

Title/Format: Hispanic business. / Serial

ISSN/ISBN: 01990349

Status: Not Currently Received

Category/Frequency:

Title/Format: Hispanic journal. / Serial

ISSN/ISBN: 02710986

Status: Not Currently Received

Category/Frequency:

Title/Format: Hispanic Network magazine. / Serial

ISSN/ISBN: 15506444

Status: Not Currently Received

Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: El hispano news. / Serial

ISSN/ISBN:

Status: Not Currently Received

Category/Frequency:

Title/Format: Historia mexicana. / Serial

ISSN/ISBN: 01850172

Status: Not Currently Received

Category/Frequency:

Title/Format: The Historian : a journal of history. / Serial

ISSN/ISBN: 00182370

Status: Not Currently Received

Category/Frequency:

Title/Format: Hitchhiker : for librarians in New Mexico. / Serial

ISSN/ISBN:

Status: Not Currently Received

Category/Frequency:

Title/Format: La hormiga de oro. / Serial

ISSN/ISBN:

Status: Not Currently Received

Category/Frequency:

Title/Format: The horse fly / Serial

ISSN/ISBN: 00174300

Status: Not Currently Received

Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: IDRA newsletter / Serial

ISSN/ISBN: 10695672

Status: Not Currently Received

Category/Frequency:

Title/Format: Journal of borderlands studies. / Serial

ISSN/ISBN: 08865655

Status: Not Currently Received

Category/Frequency:

Title/Format: Journal of Latin American lore. / Serial

ISSN/ISBN: 03601927

Status: Currently Received

Category/Frequency:

Title/Format: Journal of the Southwest. / Serial

ISSN/ISBN: 08948410

Status: Currently Received

Category/Frequency:

Title/Format: Latin American antiquity : a journal of the Society for American Archaeology. / Serial

ISSN/ISBN: 10456635

Status: Not Currently Received

Category/Frequency:

Title/Format: Latin American perspectives. / Serial

ISSN/ISBN: 0094582X

Status: Not Currently Received

Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Latin American research review. / Serial
ISSN/ISBN: 00238791
Status: Not Currently Received
Category/Frequency:

Title/Format: Latin American theatre review. / Serial
ISSN/ISBN: 00238813
Status: Currently Received
Category/Frequency:

Title/Format: Libro / Serial
ISSN/ISBN:
Status: Not Currently Received
Category/Frequency:

Title/Format: Magazine of history / Serial
ISSN/ISBN: 0882228X
Status: Currently Received
Category/Frequency:

Title/Format: Materiales quinto centenario. / Serial
ISSN/ISBN: 10683054
Status: Currently Received
Category/Frequency:

Title/Format: Mexican studies = Estudios mexicanos. / Serial
ISSN/ISBN: 07429797
Status: Currently Received
Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: MultiCultural review : dedicated to a better understanding of ethnic, racial, and religious diversity. / Serial

ISSN/ISBN: 10589236

Status: Currently Received

Category/Frequency:

Title/Format: Museum news. / Serial

ISSN/ISBN: 00274089

Status: Not Currently Received

Category/Frequency:

Title/Format: New Mexico genealogist. / Serial

ISSN/ISBN: 05453186

Status: Currently Received

Category/Frequency:

Title/Format: New Mexico highway journal. / Serial

ISSN/ISBN:

Status: Not Currently Received

Category/Frequency:

Title/Format: New Mexico historical review. / Serial

ISSN/ISBN: 00286206

Status: Not Currently Received

Category/Frequency:

Title/Format: New Mexico kids count data book. / Serial

ISSN/ISBN:

Status: Unknown

Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Oral History Association newsletter. / Serial

ISSN/ISBN: 04743253

Status: Not Currently Received

Category/Frequency:

Title/Format: The Oral history review. / Serial

ISSN/ISBN: 00940798

Status: Not Currently Received

Category/Frequency:

Title/Format: El Palacio. / Serial

ISSN/ISBN: 00310158

Status: Not Currently Received

Category/Frequency:

Title/Format: Password. / Serial

ISSN/ISBN: 00312738

Status: Not Currently Received

Category/Frequency:

Title/Format: People of God. / Serial

ISSN/ISBN:

Status: Not Currently Received

Category/Frequency:

Title/Format: El puente. / Serial

ISSN/ISBN:

Status: Not Currently Received

Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Puerto del sol. / Serial
ISSN/ISBN: 0738517X
Status: Not Currently Received
Category/Frequency:

Title/Format: The Santa Fean. / Serial
ISSN/ISBN:
Status: Not Currently Received
Category/Frequency:

Title/Format: Smithsonian. / Serial
ISSN/ISBN: 00377333
Status: Currently Received
Category/Frequency:

Title/Format: SMRC newsletter / Serial
ISSN/ISBN: 05845025
Status: Not Currently Received
Category/Frequency:

Title/Format: Southwest bookviews. / Serial
ISSN/ISBN:
Status: Not Currently Received
Category/Frequency:

Title/Format: Studies in Latin American popular culture. / Serial
ISSN/ISBN: 07309139
Status: Not Currently Received
Category/Frequency:

Serial Holdings Records by Branch

National Hispanic Cultural Center Library

Title/Format: Sun trails. / Serial
ISSN/ISBN:
Status: Not Currently Received
Category/Frequency:

Title/Format: Tradición revista. / Serial
ISSN/ISBN: 10930973
Status: Not Currently Received
Category/Frequency:

Title/Format: True West. / Serial
ISSN/ISBN: 00413615
Status: Not Currently Received
Category/Frequency:

Title/Format: Wagon tracks : Santa Fe Trail Council newsletter. / Serial
ISSN/ISBN:
Status: Not Currently Received
Category/Frequency:

Title/Format: WATEQF - a FORTRAN IV version of WATEQ : a computer program for calculating chemical equilibrium of natural waters / Book
ISSN/ISBN:
Status: Not Currently Received
Category/Frequency:

Title/Format: The Western historical quarterly. / Serial
ISSN/ISBN: 00433810
Status: Not Currently Received
Category/Frequency:

From: [Carrington, Bradley, DCA](#)
To: [Cuessy, Alberto, DCA](#); [Avitia, Rebecca L, DCA](#); [McSherry, Erin, DCA](#)
Cc: [Iglesias, Aubrey, DCA](#); [Schimek, Brigitte, DCA](#)
Subject: RE: CATEXPRESS-FW: National Hispanic Cultural-Jul inv 410087/20001186/NM
Date: Friday, October 30, 2015 11:39:26 AM

Hello everybody,

This is an essential service. We use it practically every day. I'm using it right now, in fact, over here in the HLA bldg.

OCLC CatExpress gives us cataloging ("WorldCat") that we can copy for use in the local NHCC catalog. It also adds NHCC to the WorldCat record so that the world knows what we have. WorldCat is the best cataloging database, especially for research libraries. We can quickly zip through your cataloging backlog copying records from WorldCat.

The NHCC holdings are quite special: many of the cataloging records that we copy are contributed by libraries in Spain. This means that for a title NHCC often holds one of only a few copies in the U.S.

Aubrey, Brigitte and I have the ID and PW, as well.

Thanks for renewing this subscription. Your future librarians will expect NHCC to have this.

Bradley

bradley.carrington@state.nm.us
505-476-9730
Chief, Technical Services Bureau
New Mexico State Library
1209 Camino Carlos Rey
Santa Fe, NM 87507

From: Cuessy, Alberto, DCA
Sent: Friday, October 30, 2015 11:32 AM
To: Avitia, Rebecca L, DCA; McSherry, Erin, DCA; Carrington, Bradley, DCA
Subject: RE: CATEXPRESS-FW: National Hispanic Cultural-Jul inv 410087/20001186/NM

We paid this last fiscal year using state funds. I had Lisa research this invoice and obtain any passwords and account information for the Center. We have all the login information now. Let me know if we should continue paying for this service.

Thanks!

Alberto Cuessy
Deputy Director
National Hispanic Cultural Center
Cell: 505-238-2695

From: Avitia, Rebecca L, DCA
Sent: Friday, October 30, 2015 11:29 AM
To: Cuessy, Alberto, DCA; McSherry, Erin, DCA; Carrington, Bradley, DCA
Subject: Fwd: CATEXPRESS-FW: National Hispanic Cultural-Jul inv 410087/20001186/NM

Hi all!

Bradley- do you recommend we keep this service?

Alberto- can you figure out if we've paid this before and from where?

Erin- can we now retroactively pay this? How do these things work with subscriptions?

Sent from my iPhone

Begin forwarded message:

From: "Rodriguez,Crystal" <rodriguc@oclc.org>
Date: October 30, 2015 at 11:05:38 AM MDT
To: "Rebecca.Avitia@state.nm.us" <Rebecca.Avitia@state.nm.us>
Subject: **FW: CATEXPRESS-FW: National Hispanic Cultural-Jul inv 410087/20001186/NM**

Hello Rebecca,

CatExpress gives your library access to copy cataloging using <http://connexion.oclc.org/>

With your subscription, you can search for titles in WorldCat, find an existing bibliographic record, make some basic copy cataloging editing and click save to catalog. When you click "save to catalog", you are setting your library holdings in WorldCat and you are sending the record to an export file for use in your local system.

You can also print labels and use CatExpress for general searching in WorldCat.

Your title usage is determined each time you click "save to catalog" on a record that your library does not yet have holdings set on.

You purchase a set number of titles at the beginning of your subscription period. If you do not go over those titles, you are not billed additional overage fees. However, if you do, you are billed a per title rate for each title over.

Your subscription automatically renews upon your billing date at the same number of titles you previously had unless you notify us of a change request.

A renewal notice is sent to the library about 60 days prior to your invoice date.

Please let me know if you have other questions or would like to discuss over the phone.

Thanks,

Crystal Rodriguez

Order Services

Email: rodriguc@oclc.org
Phone: 614.761.5235
Toll-free: 1-800-848-5878 (ext. 5235)
Fax : 888.339.3921

From: Avitia, Rebecca L, DCA [<mailto:Rebecca.Avitia@state.nm.us>]
Sent: Thursday, October 29, 2015 4:36 PM
To: Maier,Sylvia
Cc: Cuessy, Alberto, DCA
Subject: RE: National Hispanic Cultural-Jul inv 410087/20001186/NM

Hi Sylvia,

Thank you for your email. Alberto Cuessy, our Deputy Director, is looking into this invoice. Can you give us some more background about it? Greta no longer works here, and we don't have any documentation of it, so we need more information from you.
Thanks.

Rebecca L. Avitia
Executive Director
National Hispanic Cultural Center

From: Maier,Sylvia [<mailto:maiers@oclc.org>]
Sent: Thursday, October 29, 2015 3:42 PM
To: Avitia, Rebecca L, DCA
Subject: National Hispanic Cultural-Jul inv 410087/20001186/NM

Rebecca,

I have attached a copy of the July invoice. Our records show this as outstanding.
Please review and provide payment update.

Thank You
Sylvia Maier
OCLC Accounts Receivable Coord.
800-848-5878 ext 4058
Fax: 253-212-0552
Email: maiers@oclc.org

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 Memorandum of Understanding

This document sets out the terms of a Memorandum of Understanding (MOU) between the New Mexico State Library and all participating libraries in the SALSA Consortium.

I. TERMINOLOGY

A. SALSA Consortium Definition: The SALSA Consortium is a member-driven group of libraries that was founded by the New Mexico State Library (NMSL) to support an Integrated Library System (ILS) and to establish standard practices for resource sharing among libraries participating in the Consortium. SALSA is not an acronym; it is the name of the Consortium.

B. Participating Libraries Definition: Participating Libraries are libraries that join the SALSA Consortium by signing this MOU and agreeing to its terms.

II. BACKGROUND INFORMATION

A. History: NMSL acquired the Polaris Library System software in October 2012. Included in the purchase were the Cataloging, Circulation, Serials Control, Authority Control, Acquisitions and Online Public Access Catalog modules. As of January 23, 2015, the libraries collaborating to use the Polaris Library System Software and modules through an informal agreement are the New Mexico State Library, the Fray Angélico Chávez History Library, the New Mexico Museum of Art Library, the National Hispanic Cultural Center Library, the New Mexico Coalition for Literacy Resource Center, and the New Mexico Office of the State Engineer Library.

B. SALSA Purpose: SALSA is designed to provide online search and discovery capabilities for resources (both print and electronic) held by NMSL and participating libraries. SALSA allows library patrons to access a broad array of information resources easily and in a timely and seamless manner, regardless of the location of the library patron or of the location of the resource.

C. MOU Purpose: The purpose of this MOU is to establish the SALSA Consortium by defining the membership, roles, and responsibilities of NMSL and Participating Libraries as NMSL expands SALSA's services.

III. ROLES AND RESPONSIBILITIES

A. NMSL shall accomplish the following tasks:

1. Provide operational oversight of SALSA.
2. Coordinate with participating libraries the installation, maintenance and future enhancements of SALSA and future training requirements for Participating Libraries to use SALSA.
3. Maintain its role as the primary contact with Polaris Library Systems and any companies providing an ILS for SALSA in the future.
4. Act as the Fiscal Agent for the SALSA Consortium.
5. Establish a SALSA Consortium Executive Committee, comprised of one person from each participating library.
6. Assign staff to serve on the Consortium Executive Committee, including the State Librarian. The State Librarian shall be an ex-officio non-voting member of the SALSA Consortium Executive Committee.

B. The SALSA Consortium Executive Committee shall accomplish the following tasks:

1. Make recommendations on matters of importance to the SALSA Consortium.
2. Create and maintain the SALSA Consortium's rules, guidelines, and by-laws.
3. As deemed necessary for the success of the Consortium, form ad hoc advisory committees and task forces. These committees and task forces are to report recommendations to the Executive Committee.
4. Make recommendations to NMSL based on reports from its ad hoc advisory committees and task forces.

C. Each Participating Library shall provide and maintain the following resources at its own expense:

1. A local workstation with the hardware and software (e.g., operating systems and browsers) sufficient to allow access to SALSA.
2. Sufficient access for staff to connect to the Internet and SALSA.
3. A Participant on the SALSA Consortium Executive Committee and on the advisory groups or task forces deemed necessary by the SALSA Consortium Executive Committee.

- 4. Adherence to the shared-record concept in SALSA; the shared-records concept means that Participating Libraries share bibliographic records that represent their title holdings.
- 5. Bibliographic, holdings, authority, and patron records, maintained according to recognized national and locally agreed upon standards.

III. TERM. This MOU shall begin upon party signatures and remain in effect until the SALSA Consortium agrees to its termination or until the New Mexico State Library decides to terminate it through written notice to each of the members.

By signing below, the New Mexico State Library and the Library listed below agree to the terms of this MOU; each of the signees certifies that he or she has the authority to sign on behalf of the library for which he or she signs.

Kathleen M. Ruffen 6/19/15
 State Librarian, NMSL Date

National Hispanic Cultural Ctr.
 Name of Participating Library

[Signature]
 Participant

Director of History & Studies 6/8/15
 Title Date

Greta C. Pullen
 Participant

Senior Librarian 6/8/15
 Title Date

 Participant

 Title

 Date