

Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (April)

Date: May 3, 2017

- \*10 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- \*Worked day and evening shifts at the reference desk.
- \*Led 1 English Conversation Group .
- \*Led 3 Lunchtime Meditation Programs (monthly attendance: 24 )
- \*Along with Mary Black and all materials selectors, attended in-house training on how to select and order books using Baker & Taylor's TS360.
- \*Coordinated test order of TS360 with Baker & Taylor and WLS.
- \*Reviewed 17 applications for Maya Leggat's position and scheduled interviews.
- \*Facilitated bi-monthly Slow Reading Book Group by Ellen Lambert (attendance: 15 ).

### **Rest of Department**

\*Mary Black and Suzanne Erhard placed Baker & Taylor, Midwest, and Ingram orders, received materials, tracked and paid invoices, cataloged and processed items, took missing and weeded items out of the online catalog, handled cancellation lists, fixed location errors, monitored quality of vendor-processed materials. They prepared the New Books collection for re-shelving on the first floor. Black did full processing and cataloging of many Spanish, Children's and large print books.

\*Erhard attended Erik Carlson's training on using TV studio equipment.

\*Jerrick Harris assigned call numbers, processed YA graphic novels, and helped with other cataloging tasks such as transferring new books to old.