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Dept. Technical Services/Adult Services  
Subject: Monthly Report  
Date: February 2012

#### ADULT SERVICES

- Returned to Reference Desk duties, working 1 or more hour a day.
- Attended training for new, Museum Pass Program software.

#### COLLECTIONS

- With Brian, devised a process for new books to be previewed by librarians before going out to the public.
- Reviewed Baker & Taylor's cancellation list, alerting selectors and reordering titles when possible.
- Using suggestions from the book "Reader's Advisory Guide to Street Literature," planned strategies to expand the Library collection of these high-demand materials.
- With Brian, implemented final allocation of money for Book and AV fund lines for fiscal year.
- Worked with selectors to ensure orders were placed in a timely manner.
- With Tim Baird's help, learned to access Director's Station for data on patron holds. Melanie Carnes from WLS directed me to the weekly Purchase Alert report for White Plains. Both are useful tools for identifying patron demand.

#### ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- With Brian and Kathy, met with Baker & Taylor CLS (Customized Library Services) representatives to discuss issues of low fill rate (foreign language and Juvenile materials), and cost and time needed for shelf-ready processing of library materials.
- Technical Services began process of cross training. For example, Theresa Jattan and Susan Siegel learned how receive books from Baker & Taylor.
- Theresa, Lauren Sprenger and Jerrick Harris completed alpha re-labeling project of YA Graphic Novels, making them easier for patrons to find.
- Theresa ordered AV materials and processed large, Spanish book order from Barnes & Noble.
- Gloria Fernau placed and received orders for Adult book and all J materials for the month.
- During Jerrick's absence beginning in the middle of the month, Gloria, Lauren and I worked on spot checking the new books from Baker & Taylor, making needed corrections.
- In addition to working on the reserves, Susan Siegel received and processed and mended AV materials for Adults.
- Lauren added unlinked items, shifted status of new books to old or to Storage, and deleted items.

