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### **ADULT SERVICES**

- Worked at the Reference Desk 1 or more hour a day.
- With Brian Kenney, et al. attended day-long meeting with architects from Vitetta to discuss plans for the Edge, re-design of first floor, library collections, adult public services and staffing.

### **COLLECTIONS**

- With input from Brian, begin weeding the first- floor reference collection a few hours each day. The target is to retain 50% of the books—those that are in good condition and utilized by patrons and staff. Plan is to integrate these remaining books into circulating collection. A very small collection so-called “Ready” Reference items will eventually move to the new Reference Desk location.
- With Brian, mapped out plans for weeding unused materials in the Reference Storage area on the 2<sup>nd</sup> floor.

### **ACQUISITIONS & TECHNICAL (TECH) PROCESSING**

- Researched and assembled contact information for list of vendors we would like to apply for City of White Plains bids. New vendors will allow us to order a greater variety of materials.
- With Gloria Fernau, attended the “Cataloging @ WLS Today” workshop at Westchester Library System, learning about their staff, workflow and best procedures for submitting cataloging requests to the System.
- Adult paperback collection was divided into 3 sections: “regular,” Romance and Urban Fiction. Instructions for Baker & Taylor shelf-ready processing and Location of items in catalog are being changed to reflect this.
- Jerrick Harris checked over all materials from Baker & Taylor and processed and cataloged books and AV materials not processed by vendors.
- Theresa Jattan placed adult AV and Ingram orders and helped process materials.
- Gloria placed and received orders for Adult book and all J materials for the month.
- In addition to working on the reserves, Susan received and processed and mended AV materials for Adults. She also prepared books and magazines to be sent to the bindery.
- Lauren Sprenger added and deleted items, mended, and shifted status of new books to old.



