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Dept. Technical Processing/Collection Development
Subject: Monthly Report
Date: May 2012

ADULT SERVICES

- Worked one or more hour a day and one Sunday at the Reference Desk.
- Did email reference.

COLLECTIONS

- Coordinated selection/ordering of J and YA summer reading books with selectors.
- Selected high-demand nonfiction.
- With Tim Baird, met with representative from CollectionHQ, a web application that facilitates selection of library materials, collection management and measurement of performance.
- Continued weeding reference materials.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- On May 14, Lauren Sprenger began working morning's in the Circulation Department, assisting with book drop and Pick List.
- Afternoons, Lauren worked on special priority projects (Downton Abbey book display) and usual assignments such as processing books and deletions, book covering and mending.
- Gloria Fernau placed and received orders for book and all J materials. Processed many J summer reading titles. Corrected errors in online catalog for J titles.
- Theresa Jattan placed and tracked several Adult AV orders in addition to many special orders with Ingram (e.g. Children's and YA summer reading). Also processed materials.
- Theresa also assisted with changing new books to old and other miscellaneous Tech tasks.
- Jerrick Harris reviewed Baker & Taylor processing work, making corrections when needed. He also cataloged and processed materials.
- Susan, Theresa and Jerrick attended "Non Harassment Training" workshop presented by Kathy Degyansky on 5.18.

MISC

Attended meeting with Library Project Team and architects from Vitetta on 5.22.

