

By: Christiane Deschamps
Dept. Technical Processing/Collection Development
Subject: Monthly Report
Date: June 2012

ADULT SERVICES

- Worked one or more hours a day and one Sunday at Reference Desk.
- Did email reference.
- Attended training by sales representative on use of newer microfilm machine.
- Went to Library Journal's "Day of Dialog," meeting vendors, authors and publishers.
- Spent one day at BookExpo America (BEA) in NYC, visiting vendor booths and attending education sessions.

COLLECTIONS

- With Brian, worked on book and AV fund allocations and selection assignments for fiscal year 2012-2013.
- Selected romance and other in-demand paperbacks and adult nonfiction.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- Coordinated selection, ordering and acquisitions of year-end purchases.
- Updated Gloria Fernau's job description.
- Gloria placed and received orders for book and all J materials. Processed J AV materials and J summer reading titles.
- Jerrick Harris reviewed Baker & Taylor customized work and cataloged and processed books.
- Susan Siegel processed reserves, helped receive books during Gloria's vacation, and worked on processing large DVD order.
- Theresa Jattan placed numerous orders, processed large paperback order and YA and summer reading items.
- Lauren Sprenger processed travel books, covered books, mended, and did deletions.
- Both Susan and Theresa attended Tim Baird's Freeding training.