

By: Christiane Deschamps
Dept. Technical Services/Adult Services
Subject: Monthly Report
Date: July and August 2012

ADULT SERVICES

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

COLLECTIONS

- Working from weekly Purchase Alert list, ordered high-demand titles.
- With Brian, prepared new online and print "Request a Purchase" form.
- Began responding to patrons within 48 hours of each request, letting them know whether Library would acquire the item. Ensured purchased item was held for patron. 27 requests were processed in the last two months.
- Worked with Brian, planning how collections need to be moved in Phase 1 of Master Plan.
- Returned to weeding Reference book collection, focusing on books in Reference Storage.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- Gloria Fernau placed and received orders for Adult book and all J materials.
- With Melanie Carnes at WLS, coordinated establishment of new funds in fiscal year and rollover of outstanding orders.
- Worked with Melanie and Midwest Tape to set up EDI ordering of our AV materials, enabling orders to show up quickly in catalog and expenditures to be more efficiently tracked.
- In addition to processing reserves on library materials, Susan Siegel received and processed and mended AV materials for adults. (In August, Circulation staff began handling reserves.)
- Lauren Sprenger retired after decades of library service. Her last day was July 31.
- Theresa Jattan began working 3-5 each day in Technical Services on August 6, assisting with ordering, receiving and processing book and AV materials.
- When not working at the Circulation Desk, Jerrick Harris reviewed all shelf-ready materials from Baker & Taylor and processed/cataloged adult books not processed by vendors.
- Jerrick was promoted to Senior Library Clerk on July 18. Although he will take Yvonne Charles' position once she retires, he will be available to help out with Technical Services matters when needed.
- Berkeley work study student Michael Smith helped pre-process DVDs.

MISC

- Demonstrated how we use Baker & Taylor's TitleSource and SIRSI acquisitions module for Yonkers Public Library Director Edward Falcone, Head of Adult Services Aurora Cruz, and Technical Processing staff member, Mary DiChiara.
- With staff members and Sue Hall, attended follow-up meeting to the May 4 Game Changer retreat.
- Met with the Library's new Baker & Taylor sales representative, Lisa Goetz, learning about their digital media product, Axis 360 and discussing customized library service issues.

