

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

ADULT SERVICES

- Worked one or more hour a day at the Reference Desk, plus one Sunday.
- Did a one-on-one email training with a patron.

COLLECTIONS

- Continued weeding Reference book collection, focusing on Reference storage books.
- With Brian Kenney and Miriam Varian helping during my vacation, processed 21 “Request a Purchase” requests. Wrote guidelines to streamline the process.
- Worked with Tim Baird, deciding which reference books in his selection area will be changed to circulating items.
- With Brian, met with Midwest Tape sales rep, Erin Horne. She demonstrated and discussed features of their forthcoming product, Hoopla, which allows downloading or streaming of movies, TV series, and music.
- Working from Purchase Alert list and others review media, ordered high-demand nonfiction titles.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- As senior person in the department, Gloria Fernau monitored workflow in my 2-week absence.
- Gloria placed and received orders for Adult book and all J materials.
- Gloria cataloged and processed J AV material and all J items not pre-processed by Baker & Taylor.
- Back from medical leave, Jerrick Harris helped catalog and process Spanish-language materials and worked on various Tech processing projects.
- Items checked out to Missing were deleted from the catalog
- Susan Siegel handled payment of invoices, receiving materials, and processing many DVDs.
- Theresa Jattan ordered book and AV materials, received and paid for materials, processed books (especially standing-order books formerly handled by Lauren Sprenger) and worked on many book deletions.
- The new, EDI (electronic) ordering, receiving and paying for Midwest Tape is going well
- Berkeley work study student Michael Smith helped pre-process DVDs.

