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

## **ADULT SERVICES**

- Worked one or more hour a day at the Reference Desk .

## **COLLECTIONS**

- Continued weeding Reference book collection, focusing on Reference storage books.
- Worked with Mariel Perez, selecting reference books in her area to go into circulation.
- Working from Purchase Alert list and others review media, ordered high-demand nonfiction titles.
- Handled 16 "Request a Purchase" forms from library patrons.
- Worked with Brian in communicating to Baker & Taylor our dissatisfaction with the slow delivery of processed materials, especially high-demand titles.

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

- Jerrick Harris moved to the Circulation workroom and his new responsibilities. Schedule permitting, he will assist with occasional technical services projects.
- Gloria Fernau placed and received orders for Adult book and all Children's materials. She caught and corrected errors in Baker & Taylor processed materials. She cataloged and processed all Children's AV, brought in bibliographic records, and fixed problem materials from the Trove.
- Susan Siegel handled payment of invoices, received and processed all standing order books and Adult AV materials (especially multi-volume television series). She corrected errors in catalog and materials, added unlinked items, worked on deletions.
- Theresa Jattan continued helping out in Tech a few hours each day, placing all adult AV and Ingram book orders, processing and covering books, assisting with shift of books from reference to reference storage.

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