

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

ADULT SERVICES

- Worked one or more hour a day at the Reference Desk.
- Filling in for Sharon Rothman, did a one-on-one small business research consultation with a patron.
- Attended Tim Baird's training for the new public catalog from Sirsi, Enterprise.

COLLECTIONS

- Continued weeding Reference book collection, focusing on reference storage books.
- Processed 14 "Request a Purchase" items, which involved special orders and notifying patrons.
- Working from Purchase Alert list and review media, ordered high-demand titles.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- 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 online catalog and materials, added unlinked items, worked on deletions, and began processing reference books going into circulation.
- Theresa Jattan worked 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. She trained Susan to do book covering.