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Dept. Technical Processing/Collection Development
Subject: Monthly Report
Date: December 26, 2012

ADULT SERVICES

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

COLLECTIONS

- Met twice with Nancy Kunz to decide which reference books in her selection areas she wants in circulation or in storage. Books were then processed and moved.
- Met with Sharon Rothman to decide on new configuration of the CBJN (Center for Business, Jobs and Nonprofits). Business, Job Information and Small Business reference books will be interfiled with the general reference collection. This will liberate space for the housing of materials during the renovation and will allow more in-demand items to circulate.
- Jerrick Harris and shelveers shifted 3 large reference sets (including New York Times Index) to Reference Storage.
- Processed 6 "Request a Purchase" items, which involved special orders and notifying patrons.
- Working from Purchase Alert list and review media, ordered high-demand titles.
- With Mariel Perez, met with Barbara Martinez at the Bronx Library Adult Learning Center, learning about their collections and services for both literacy and ESOL patrons.
- With Mariel and Brian Kenney, met with Claudio Carco of the Westchester English Language Institute, discussing ways to enhance our ESOL collection (e.g. soliciting feedback from teachers on the choice and display of Library materials for these patrons).
- With Brian, prepared for a December 12 Adult Services meeting devoted to a discussion of how we select library materials now, what works, what could be improved, and guidelines to follow.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- Gloria Fernau placed and received Adult and Children's orders. She cataloged and processed all Children's AV and some Children's books, brought in bibliographic records for Adult and Children's materials, and added unlinked items to the catalog.
- Susan Siegel handled payment of invoices, received and processed Adult AV materials, changed catalog and books in hand that were shifted to other areas of the collection.
- Theresa Jattan placed adult AV and Ingram book orders, processed and covered books, and changed catalog and books in hand that were being shifted to other areas of the collection.