

By: Christiane Deschamps
Dept. Technical Processing/Collection Development
Subject: Monthly Report
Date: January 2013

ADULT SERVICES

- Worked one or more hour a day and one Saturday and Sunday at the Reference Desk.
- Submitted ideas/strategies and attended Customer Service Policy Brainstorming session.
- Attended Sam Ellner's demonstration of Mergent online business databases: Mergent Intellect and First Research.
- Trained in use of new copiers with scanning abilities.
- With Austin Duffy, completed updated version of Frequent Contacts list for the Reference Desk.

COLLECTIONS

- Met with Nancy Kunz and Sharon Rothman to decide which reference books in their selection areas should move to circulation or Reference storage. Books were then processed and moved.
- With Brian Kenney, discussed and reconfigured fund line allocations for this year's materials budget.
- Processed 16 "Request a Purchase" forms, which involved special orders and notification of patrons.
- Working from Purchase Alert list and review media, ordered high-demand titles.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- With Gloria Fernau, completed processing guidelines for the work Baker & Taylor will do on our standing orders (i.e. books such as travel guides that are shipped yearly).
- Gloria 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.
- Jerrick Harris, who had some time to help out, assisted with finding bibliographic records for Spanish books and some processing.
- Department acquired, cataloged and processed AV and books purchased with the George F. & Lucia Perkins Senior Citizen Fund and the Reader's Digest Endowed Book Fund.