

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

ADULT SERVICES

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

COLLECTIONS

- Worked with selectors Miriam Varian, Sharon Rothman, Elizabeth Hughes, Mariel Perez, Austin Duffy and Any Grill to complete weeding and shifting of the reference collection through the 600s.
- Began interfiling the Ready Reference books (those close to Reference Desk) with the regular reference collection.
- Met with Brian Kenney, Tim Baird, and Karyn De Luca to review data on the Library's print, AV and ebook collections.
- Trained by Tim Baird to use the SIRSI Director's Station to gather data on the Collection.
- Processed 18 "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

- Gloria Fernau learned to order using Ingram's new ipage site.
- 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 book orders, received, processed and covered books, and changed catalog and books in hand that were being shifted to other areas of the collection.
- Jerrick Harris, schedule permitting, assisted with finding bibliographic records and doing some processing of materials. He also spot checked processed books from Baker & Taylor.
- Department cataloged and processed Sami Rohr Library of Recorded Yiddish Books.