

By: Christiane Deschamps
Dept. Technical Processing/Collection Development
Subject: Monthly Report
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ADULT SERVICES

- Worked one or more hour a day, nights and two Saturdays at the Reference Desk.
- Did a one-on-one email training with a patron.

COLLECTIONS

- Meet several times with selectors Austin Duffy, Sharon Rothman and Elizabeth Hughes to weed (or shift to new locations) reference items in their areas.
- With Jerrick Harris, planned back-shifting of materials in Reference Storage.
- Working from Purchase Alert list and review media, ordered high-demand titles.
- Processed 18 "Request a Purchase" forms.
- Attended Spanish Book Fair at WPPL, contacting vendors and coordinating orders from children's and adult book selectors.
- Attended Library Board meeting, doing a presentation on acquisitions and collections at WPPL.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- Worked with WLS and Midwest Tape to resolve problems with loading of records and slow delivery of materials.
- 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. She also began weeding CD-ROMs with very low circulation, based on statistics from Director's Station.
- 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, schedule permitting, assisted with finding bibliographic records and doing some processing of materials. He also spot checked processed books from Baker & Taylor.
- Tim Baird showed Gloria, Susan and Theresa how to use Twitter!