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Dept. Technical Processing/Collection Development
Subject: Monthly Report
Date: April 2013

ADULT SERVICES

- Worked one or more hour a day, nights and one Saturday at the Reference Desk.
- Did a one-on-one email training with a patron.
- Attended daylong “Urban Librarians Conference” at Brooklyn Public Library.
- Met with Austin Olney, new Digital Media Specialist, introducing him to Technical Services Staff and Acquisitions and Collections work at the WPPL.
- Attended Trustee Institute program “Assuming Responsibility for Tomorrow: Library Trusteeship in the New Normal” with Jerry Nichols.

COLLECTIONS

- Meet several times with selector Austin Duffy to weed (or shift to new locations) reference items in his 800s area.
- Working from Purchase Alert list and review media, ordered high-demand titles.
- Processed 29 “Request a Purchase” forms.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- 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 finished CD-ROM weeding project.
- 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 and shelveers also helped with backshifting materials in Reference Storage area.