

By: Christiane Deschamps  
Dept. Collection Management  
Subject: Monthly Report  
Date: May 2013

## **ADULT SERVICES**

- Worked one or more hour a day, nights and one Saturday at the Reference Desk.
- Attended 3-hour Customer Service Training workshop presented by Pamela Jones-Brice of EAP.

## **COLLECTIONS**

- Finished shifting and/or weeding Reference Collection on the first floor.
- Met with Brian and Bill Deierlein to review year-end book and AV lines and plan how to best use remaining funds.
- All large-print books, ebooks and audiobooks using the yearly Reader's Digest Endowed Book and George F. & Lucia Perkins Senior Citizen Funds have been received and paid for.
- Working from Purchase Alert list and review media, ordered high-demand titles.
- Processed 25 "Request a Purchase" forms.

## **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.
- 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 helped with backshifting materials in Reference Storage area.
- Susan Siegel handled payment of invoices, received and processed Adult AV materials and standing order books, changed catalog and books in hand that were shifted to other areas of the collection and fixed labels on the smaller, newly established reference collection.