

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report
Date: July 3, 2013

Customer Service

Worked one or more hour a day, nights, and a Sunday at the Reference Desk.

Processed 15 Request a Purchase forms.

Technical Services

Department finished year-end ordering and processing and cataloging of materials in all formats. Invoices were processed. Cancelled orders were taken out of Acquisitions module in preparation for the rollover of the Acquisitions orders/funds to new fiscal year.

Theresa Jattan was trained to create carts and order using Baker & Taylor's TitleSource.

Staff handled unlinked materials, items needing corrections, and removing items from the catalog.

Collection Management

Welcomed Karyn De Luca, Collection Management Librarian, to the Department, meeting with her to review responsibilities and develop proposed fund lines allocations.

Tim Baird demonstrated features of WLS Director's Station, WLS's IT Wiki, Overdrive's Contentreserve, and the Freading and Freegal sites for Karyn and me. Such statistical information will inform material selection and deselection choices.

Met with Mariel Perez to decide on budget, vendors and ordering processes for Spanish print and AV materials in the new fiscal year.

Met with Erik Carlson to discuss Young Adult (book and AV) funds needs and YA standing order titles.

Met with Bonnie Grant to discuss ebook allocations for the Trove.

Trimmed Baker & Taylor's list of standing orders—to allow shifting of funds to more heavily used areas of the collection.

Began weeding Large Print nonfiction section.

With Brian Kenney, reviewed and decided on fund line figures for new fiscal year.

