

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (July and August)
Date: July 30, 2013

Customer Service

I worked at the Reference Desk some daytime shifts; Karyn De Luca worked 4 Saturdays.

35 Request a Purchase forms were handled.

Collection Management

I met with Mariel Perez (to establish a weeding plan for Spanish books) and with Brian Kenney and Rosemary Rasmussen (to plan selection and ordering of materials for the Trove).

I weeded large-print nonfiction and started work on Job Information section.

I drafted a revision of the Collection Development Policy.

Using a variety of review sources and Purchase Alert and Missing lists, Collection Management Librarian De Luca selected all adult book and AV materials, began reviewing the Periodicals subscription list with input from others, weeded adult fiction and new books,

De Luca created 2 displays supporting the adult collection and kept Bookletters on Library webpage up to date.

Librarians Perez and Erik Carlson selected Spanish and YA materials, respectively. (Perez went to Bilingual Publications publisher in New York to make her choices.)

Technical Services

Gloria Fernau, Susan Siegel and Theresa Jattan: placed many AV and book orders; acquired materials and handled invoices; processed and classified materials; fixed items and corresponding records in the catalog; transferred new books to old; handled all library deletions. Jerrick Harris assisted with call numbers and some processing.

With helpful input from Fernau and Siegel, I compiled a book of processing guidelines for adult books and AV materials.

Other

De Luca attended Literary Program Committee meetings, contacted publishers, and help to book authors for future events.

3 staff members attended "Active Shooter" staff training.