

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (September)
Date: October 2, 2013

Customer Service

Karyn De Luca and I worked at the Reference Desk weekdays and some Sundays.

12 Request a Purchase forms were handled.

Collection Management

Using a variety of review sources and Purchase Alert and Missing lists, Collection Management Librarian De Luca selected all adult book and AV materials. She, Brian and Tim Baird met to fine tune the Periodicals subscription list.

I and De Luca attended several meetings about collection management issues (e.g. Overdrive ebooks, and arrangement of new books area).

I researched and signed Library up for Better World Books (betterworldbooks.com), a for-profit social enterprise that resells, donates and recycles gently used books from libraries.

I finished weeding Job Information area, selecting and ordering updates, and began weeding computer books.

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, deciding which materials will go to Better World Books. Jerrick Harris assisted with call numbers and reviewing processed books from Baker & Taylor.

Department is helping the Trove with collection management issues (e.g. weeding and checking Purchase Alert list). Fernau, for example, is checking shelves for missing DVDs and removing those records from the catalog.

Other

De Luca attended Hachette Reading Group Day in New York City.

I attended September Not Just for YA Book Club, which discusses a teen book each month.