

By: Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (November)  
Date: December 4, 2013

### **Customer Service**

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

17 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 adult materials in all formats.

She did extensive weeding (especially paperbacks and music CDs) and moved paperbacks down to the first floor.

I coordinated work with Mariel Perez on weeding Spanish DVD and book collection. Perez and De Luca began work on relocating these DVDs to the end of the nonfiction DVD area.

### **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 many library deletions, deciding which materials will go to Better World Books. Many YA nonfiction books, selected by Erik Carlson, were processed for their new location in the Edge.

I wrote up new cataloging/processing guidelines for staff to handle YA AV and books for the Edge. Also worked with Baker & Taylor to generate revised guidelines.

### **Other**

I attended the Not Just for YA Book Club, discussing Orson Scott Card's "Ender's Game."

De Luca attended Literary Programming Committee meeting and assisted at November author program with Sarah Bracey White. She also watched two webcasts: Library Journal. ["Editors' Picks: Top Spring Titles from HarperCollins Publishers and Penguin Random House" with Barbara Hoffert] and Publishers Weekly. ["Holiday Cookbooks: Publishing Books for Thanksgiving, Hanukkah, Christmas and the New Year].