

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

Customer Service

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

14 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.

De Luca oversaw shifting of the New Book Collection to its new location and the set-up by maintenance staff of the paperback shelving. With Sharon Rothman's help, she arranged paperbacks. Designed shelf labels.

I began working on the Literacy/ESOL section, which is targeted for an overhaul. With the aim of learning about the history and usage of the collection, I spoke with ESL teachers from the English Language Institute, 4 Teachers in the Library, and Jerrick Harris (who once cataloged and processed these materials).

I met with Brian Kenney, Kathy Degyansky, and Mary Black to discuss how best to keep the New Books area shelved and refreshed looking. Took on responsibility of monitoring nonfiction in that section. I also finished weeding Biographies in Storage.

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 in hand and in the catalog; transferred new books to old; queried WLS for bibliographic records; and handled many library deletions. Jerrick classified some Spanish books.

I went to Yonkers Public Library, meeting with Mary Dichiara, head of Technical Services, to learn how they are managing electronic acquisitions, cataloging and processing—with Baker & Taylor and WLS.

Other

I attended the Not Just for YA Book Club, discussing "Eleanor & Park" by Rainbow Rowell.

De Luca contacted publishers about scheduling authors for literary programs.

Jovaun Jackson, as part of a college community service program, helped with boxing up materials for Better World Books and CDs slated for recycling.