

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (January)
Date: January 29, 2014

Customer Service

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

16 Request a Purchase forms were handled.

Collection Management

With input from librarians, I scaled down our Baker & Taylor standing order list and changed budgeted amounts for certain fund lines (e.g. shifting money from standing order fund to circulating nonfiction, which is more in demand than reference materials).

I resumed weeding of the biography section.

Met with Brian Kenney, Austin Olney and Erik Carlson to discuss addition of circulating videogames to the Edge's collection. Researched vendors and how other libraries handle this format.

Did display in New Books/Fiction area on "Nordic Noir" novels. Austin Duffy, Kenney, De Luca, and I will prepare such displays on a monthly basis, with De Luca handling the creative signage.

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.

Jattan learned Microsoft Publisher and assisted De Luca in creating shelf labels.

Other

I went to ALA Midwinter Conference for one day, visiting exhibits and speaking with vendors.

I attended first meeting of the WLS Cataloging Committee meeting, which is headed by Pam Thornton, Director of Chappaqua Public Library. Improving communication (among member libraries and WLS) and sharing information about acquisitions and cataloging procedures are some of the Committee's goals.