

By: Christiane Deschamps
Department: Collection Management
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Customer Service

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

18 Request a Purchase forms were handled.

Collection Management

De Luca selected adult fiction, nonfiction, paperbacks, large print, graphic novels, audiobooks, music CDs, DVDs, and ebooks, submitting many carts to be ordered. She contacted publishers about scheduling author visits to the Library. She had new books shifted to the older book sections and weeded paperbacks and music CDs.

I continued biography weeding project.

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. They processed book donations. Checked shelves for missing items, deleting those truly gone. Checked vendor cancellation lists, notifying selectors and emending catalog.

I worked with WLS IT and Cataloging Department to resolve problem of missed orders and slow loading of bibliographic records in the catalog.

Other

I attended a meeting of the WLS Cataloging Committee. Doug Wray, Head of the WLS Cataloging Department gave a detailed report on that Department's work for member libraries.

I sat in on an English Conversation group led by Brian Kenney to learn the basic format.

With colleagues, I went to the three ILS presentations from the vendors Innovative, Polaris and TLC-Carl-X.