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Department: Collection Management  
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### **Customer Service**

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

17 Request a Purchase forms were handled.

### **Collection Management**

De Luca created and submitted several adult orders, print and non-print. She watched two Library Journal webcasts on collection development, met with a database vendor, weeded music CDs and DVDs, and shifted new books to old.

I met with Rosemary Rasmussen and Bonnie Grant to review vendor Overdrive's Kids' eReading Room, which separates Juvenile from adult ebooks.

### **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.

### **Other**

Susan and I went to Austin Olney's "Google Drive & Cloud Computing" program.

I attended a meeting of the WLS Cataloging Committee.

I went to PLA in Indianapolis for 3 days, attending 7 programs and visiting vendor exhibits. Most memorable programs were: "Is Your Library Lean? Employing Lean Principles in Public Libraries"; "Always Be Circulating: How Public Libraries Meet Demand and Increase Use"; "Rejuvenating Technical Services"; and "From Repository to Experience: Library Becomes a Verb."

Brian Kenney and I toured the Adult Learning Center of the Queens Public Library Flushing Branch to learn about their resources and services and think about how our Literacy/ESL/Adult Learner collection could be revamped.