

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (April)
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Customer Service

Karyn De Luca and I worked at the Reference Desk weekdays, nights and some Sundays. We processed 16 Request a Purchase forms.

Collection Management

De Luca selected adult materials; watched webcasts on spring books and mystery/thrillers; weeded paperbacks; identified acquisitions problems (slow delivery of processed materials and orders not displaying in public catalog); researched Zinio (digital magazine); did book display and designed bookmark; organized and publicized Jane Green author program.

I oversaw shifting of reference collection (including a light weeding); did a book display; with Jerrick Harris, surveyed the adult collection, identifying areas most in need of weeding and/or shifting; met with Mariel Perez to plan weeding of Spanish collection.

Technical Services

With Gloria Fernau out on sick leave since March 25, Susan Siegel and Theresa Jattan efficiently kept projects going smoothly, learning aspects of Gloria's job, placing and receiving orders, processing and cataloging, covering books, and deleting items,

Mary Black began working in Collection Management 10 hours a week on April 23. With the help of others in the department, I am training her in all aspects of Technical Services.

Jerrick continues to assist us by cataloging, classifying and processing books.

Other

Susan Siegel and I attended Sharon Rothman's lunchtime program on MOOCs.

I led one English conversation group.

With Susan Loeb of NYSCB (York State Commission for the Blind), I coordinated grant money expenditures and Commission's Centennial celebration at the Library.

I attended: WLS Cataloging Committee; Not Just for YA Book Club; Time is Brain: Stroke Warning Signs & Symptoms; Midwest Tape webinar on Processing and Cataloging Services; the Westchester Library System Multi-Language Book Fair; and Training for Overdrive's Console.