

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (May)
Date: June 4, 2013

Customer Service

Karyn De Luca and I worked at the Reference Desk, filling in as needed.

We processed 14 Request a Purchase forms.

Collection Management

De Luca selected materials for adult Collection; saw 4 webcasts on graphic novels, a business database, mysteries and one on library staff going “mobile;” and weeded.

Responding to a request from the Volunteers of America, I began program of selecting about 100 paperbacks a month (from the Friends’ storeroom) for the Valhalla Shelter.

I began weeding early 600s (health and medicine) with Mary Black’s help; she is pulling books that are in poor condition and/or over 5 years old.

Book displays this month included: “We Left Our Hearts in San Francisco” (Brian Kenney); “Are You Hungary?” and “Czech Please” by Austin Duffy.

Technical Services

With help from Collection Management staff and Jerrick Harris, I completed processing guidelines for J books.

Susan Siegel, Theresa Jattan and Mary placed and received orders, cataloged and processed materials; deleted items; searched for bibliographic records, queried WLS for ones needed. Susan helped with refreshing new books area.

Jerrick continues to assist Department by cataloging, classifying and processing materials.

Other

I participated in Makers’ Morning (demonstrating needle felting); led one English conversation group; attended Library Journal’s “Day of Dialog” and a WLS Cataloging Committee meeting.

De Luca attended 3 days of Book Expo in New York City.