

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (July and August)
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Customer Service

Karyn De Luca and I worked at the Reference Desk (and in the Edge).
We processed Request a Purchase forms (22 in July; 11 in August).

Collection Management

Working with Melanie Carnes at WLS, I coordinated rollover of orders and establishment of materials funds for the new fiscal year. There were numerous, time-consuming details to iron out.

De Luca submitted many selections of adult materials in all formats and weeded DVDs, paperbacks and nonfiction.

The Spanish book weeding project was completed by Mariel Perez

Volunteer Steve Wood, boxed up and labeled materials for Better World Books and helped select donations for Valhalla Shelter. Since he has found a full-time job, he will no longer be volunteering for the Library.

Technical Services

I wrote instructions for technical services procedures, trained Mary Black in ordering and receiving from Baker & Taylor.

Susan Siegel, Black and Theresa Jattan placed orders, received, processed and cataloged materials; deleted items; removed canceled orders from acquisitions module; searched for bibliographic records; and refreshed New Books area. Large projects included processing J and YA summer reading books, Spanish books, and the many DVDs purchased with NYS Library Aid grant from WLS (\$1,500). Jerrick Harris assisted with call number assignments, among other tasks.

All 4 kept the technical services part of the department running smoothly during my two-week vacation in August.

First batch of processed Midwest Tape DVDs arrived; overall quality is good; some minor corrections needed to be conveyed to vendor.

Other

I led 2 English conversation groups, watched a webinar on hoopla, presented hoopla to the Library Board of Trustees in July, attended Shakespeare in the Park's "Twelfth Night" (of which Library was a co-sponsor), and introduced "Heaven" at Library film festival.

