

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for September)
Date: October 1, 2014

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 20 Request a Purchase forms.

Collection Management

Brian Kenney, Kathleen Degyansky, Tim Baird, De Luca, Jerrick Harris and I met to review strategies for ongoing weeding of the Collection.

De Luca submitted selections of adult materials in all formats and weeded music CDs and nonfiction.

I reviewed weeding of 600s and 800s and large print nonfiction.

Book displays included “YA Books but Adults Read them Too” (Kenney) and “Cover Art by Award-Winning Designer Peter Mendelsund” (Austin Duffy).

With Bill Deierlein, I met with representative of Park City Green to set up a trial program for the pickup and recycling of damaged print and AV materials.

Technical Services

Susan Siegel, Mary Black and Theresa Jattan placed orders, received, processed and cataloged materials; checked candidates for weeding and deleted items; searched for bibliographic records, requesting WLS records when needed; fixed items needing mending or correction in the online catalog; and refreshed New Books area. Harris assisted with call number assignments, among other tasks.

I set up procedures with Midwest Tape for their processing of our Adult music CDs.

Other

I attended English Conversation Group planning meeting and led 3 groups. Met with new Teen Librarian Kathlyn Carroll, explaining the work that is done in Collection Management. Attended first session of retreat to discuss book *Useful, Usable, Desirable: Applying User Experience Design to Your Library*.