

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for October)
Date: November 5, 2014

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 16 Request a Purchase forms.

Book displays this month were: short story collections "2014 Powell's Short List" and "Selected Shorts" (mine); and "Fresh Horror" and "Ghost Stories" (De Luca).

Collection Management

De Luca selected and deselected many adult print, digital, and AV items

Mariel Perez finished weeding Spanish DVDs. From now on, Spanish DVDs will be interfiled with the rest of the DVD Collection.

Small Business, Foundation, and College Info Collections were shifted to a different shelving unit, freeing up space on the first floor. I weeded College Info Collection.

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; shifted New Books to Old; and refreshed New Books area. Jerrick Harris assisted with call number assignments, among other tasks. Siegel selected books for the Valhalla Shelter. Black changed designation of our "Books Big and Beautiful" Collection so that they can be reserved and borrowed throughout the County. I worked with WLS and Midwest Tape and B & T to try and resolve issues of titles dropped or duplicated in our electronic orders.

Other

I led 3 English Conversation Groups. Attended WLS Cataloging Workshop; WLS Cataloging Committee meeting; and 2 retreat sessions to discuss book *Useful, Usable, Desirable*. Met with new Librarian Ben Himmelfarb, explaining the work that is done in Collection Management; and sales representatives from Pearson Publishing to learn about their ESL materials.

De Luca attended the Adult Librarians' Sneak Peek Book Preview in NYC.