

By: Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (for November)  
Date: December 3, 2014

### **Customer Service**

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 11 Request a Purchase forms.

Book displays this month were "Memorable Memoirs" (Brian Kenney); and "Read Someone's Letters" (Austin Duffy).

### **Collection Management**

De Luca selected and deselected many items in a variety of formats for the adult collection.

Cookbooks, large print fiction, and 000s were weeded by Sharon Rothman, De Luca, and Kathy Degyansky respectively.

### **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; refreshed New Books area; and deleted materials from Missing Lists. Jerrick Harris assisted with call number assignments, processing materials and weeding

New Green Team Volunteer, Michael McGillicuddy, boxed and labeled materials for Better World Books and helped select books for the Valhalla Shelter.

### **Other**

I led 2 English Conversation Groups. Listened to Nancy Kunz's report on the WLS workshop she attended: "Meet the Media." Coordinated Conference call with Midwest Tape to discuss hoopla implementation and launch at the library and met with Brian, Kathy, Tim Baird, John Lolis, and Ryan Jackson to plan staff training for this new service.