

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for December)
Date: January 7, 2015

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 14 Request a Purchase forms.

Book displays this month were "Best Books of 2014" (De Luca) and "New Year's Resolutions" (Deschamps).

Collection Management

De Luca reviewed a variety of journals and other sources and selected and deselected many titles for the adult collection -- print, a/v, digital, fiction, nonfiction, large print, paperbacks. Reviewed Purchase Alert and missing item lists.

I finished weeding travel collection and began 700s. Susan Siegel, Mary Black and Theresa Jattan continued helping with weeding of 800s.

Technical Services

Siegel, Black and 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

Volunteer, Michael McGillicuddy, boxed and labeled materials for Better World Books.

3 boxes of book donations were prepared for the Valhalla Shelter.

Other

With Trove librarians, I met with sales reps from Baker & Taylor to discuss their collection services for teens and children. With De Luca, Tim Baird and Kathleen Degyansky, met with ReferenceUSA sales rep to discuss best ways of promoting this online business service. With Austin Duffy and Kathlyn Carroll, planned and attended Holiday Party for English Conversation Group. De Luca watched webinar "Listen Up: A Librarian-Focused Discussion of Trends, Development and Hot Titles from the E-Audio World." De Luca and I attended Sharon Rothman's December lunchtime program "How to Have a Debt-free Holiday."