

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for January)
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Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 10 Request a Purchase forms.

Book displays this month were "Best of True Crime" (Brian Kenney) and "declutter or unclutter" (Austin Duffy).

Collection Management

De Luca reviewed Purchase Alert and Missing Items lists, ordering accordingly; selected adult books and AV material based on reading reviews in many journals and online sources. She ensured the following was updated on our website: Bookletters ; NY Times Bestsellers purchased as ebooks (also on our Overdrive site). She weeded new books; paperbacks; DVDs Audiobooks; reviewed all nonfiction books before they were weeded. She submitted a list of forthcoming fiction titles with 1-sentence synopsis for the foundation newsletter, "This Month on Martine." and worked with Systems Staff to investigate access to additional, free databases from Gale-Cengage.

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 missing materials from online catalog. Jerrick Harris assisted with such tasks as call number assignments, processing materials and weeding

Other

I attended Friends of the Library meeting to clarify procedures for sending deselected materials to Better World Books; led two English Conversation Groups; attended presentation for Adult Services Staff by Zoya Golban, a librarian at the Supreme Court Law Library; met with Karen Jackson and Suzanne Erhard to discuss and plan update of our magazine and newspaper list.