

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

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 25 Request a Purchase forms.

Book displays this month were "Black History Month" (De Luca) and "Medical Narratives" (myself). Brian Kenney, De Luca and I refreshed/merchandised New Books area.

Collection Management

De Luca selected adult materials in all formats based on reviews in journals and online sources, Missing Items list, and White Plains and WLS Purchase Alerts. She monitored adult materials budget; ensured the following was updated with fresh titles on our website: Bookletters ; NY Times Bestsellers purchased as ebooks (also on our Overdrive site). She decided which new books would get shifted to the regular collection; weeded selected areas including paperbacks and audiobooks and reviewed adult nonfiction slated for deselection; updated Periodicals listing. She submitted a list of forthcoming nonfiction titles with 1-sentence synopsis for "This Month on Martine."

Technical Services

A lot of staff time and energy was devoted to working with Midwest Tape, Baker & Taylor, and WLS to iron out problem of electronic invoices not loading into acquisitions module. Susan Siegel, Mary Black and Theresa Jattan placed orders, received, processed and cataloged materials, including many YA donations; 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 deleted missing materials from online catalog. Jerrick Harris assisted with such tasks as call number assignments, processing materials and weeding

Other

I met with Field Sales Consultant Tarita Murray of Baker & Taylor, who demonstrated new TitleSource interface for ordering books; Completed "Legal Research in New York" tip sheet (designed by Nancy Kunz); revised "Request a Purchase" form; led 2 English Conversation Groups; with WLS, coordinated change of status of books in Storage—so that they could be reserved by patrons; helped with Sharon Rothman's "WEDC's First Steps" program for new entrepreneurs; Siegel, Jattan, Black and I attended Austin Olney's lunchtime "Tech Demo: Online Shopping." Siegel represented the Department at Staff Association meeting.