

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

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 12 Request a Purchase forms.

Book displays this month were "Irish Writers" (myself) and "Terry Pratchett" and "Women's History Month" (Austin Duffy). Brian Kenney, De Luca and I refreshed/merchandised New Books area.

Collection Management

Using print and online review sources, White Plains and WLS Purchase Alerts and Missing Lists, De Luca selected all adult AV and print materials. She updated on our website: database descriptions; NY Times Bestsellers available as ebooks; and Bookletters. She decided which new books would get shifted to regular collection, weeded paperbacks, DVDs, and audiobooks, and reviewed all nonfiction books slated for de-selection. She reported on ebook circulation data and contacted publishers regarding author programs.

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 catalog; shifted New Books to Old; and deleted missing materials from catalog. Siegel selected books for Valhalla Shelter. Black deleted cancelled orders and inaccurate magazine records from the catalog. Jerrick Harris assisted with such tasks as call number assignments, processing materials and weeding.

New volunteer, Steven Babcock, boxed and labeled materials for Better World Books.

Other

I attended 2 library programs: "Family Legal Issues or Disputes" by Zoya Golban of the Supreme Court Library and a demonstration of Library database RefUSA at the Business Networking Breakfast. I attended 2 webcasts: Library Journal's "Beyond Book Displays: Helping Readers Help Themselves" and "LightSpeed: A Walkthrough" about hoopla's new interface. I led two English Conversation classes. De Luca also attended "Beyond Book Displays" webcast, as well as *Editors' Picks: Your Next Big Reads*.