

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for May)
Date: June 3, 2015

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 "The Books of Mad Men" (Brian Kenney), "May Is Mental Health Awareness Month" (Austin Duffy), "Change Your Stripes....Self Help Books" (myself). Kenney, De Luca and I refreshed/merchandised New Books area.

Collection Management

Updating (and uploading to new web site) of the Library's "Magazines and Newspapers" List was completed thanks to the coordinated efforts of Karen Jackson, Suzanne Erhard, Susan Siegel, Ben Himmelfarb, John Lolis and Ryan Jackson.

Using a wide variety of print and online review sources, De Luca selected all adult print and AV materials, monitoring budgets for those fund lines. She reviewed White Plains and WLS Purchase Alert and Missing lists, ordering accordingly; updated NY Times Bestsellers available as ebooks on Overdrive page; added adult titles to Bookletters; weeded with focus on nonfiction DVDs; and reviewed all nonfiction books slated for de-selection; decided which new books would get transferred to old; contacted publishers regarding author programs; submitted content for online newsletter "This Month on Martine." DeLuca selected DVDs for re-casing.

Technical Services

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. Jerrick Harris assisted with such tasks as call number assignments, processing materials, and shifting new books to old. Black fixed catalog to reflect cancellation of orders. Special projects included re-casing of DVDs (by Susan), processing/cataloging of many summer reading books, and assisting Sharon Rothman with Job Information books weeding.

Workshops and Programs

EAP City workshop on "Harassment, Discrimination and Workplace Violence" and "Ninth Annual BookExpo America Adult Librarians' Dinner" (myself). "NoveList as a Reader's Advisory Tool" (DeLuca and myself). "Cataloging at WLS 2015" (Black). 3 days at BookExpo conference and Library Journal webcasts on genre fiction (DeLuca).