

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (September)

Date: October 7, 2015

Returned to work on September 14, resuming regular reference desk duties the next week.

Worked with staff, WLS, and Baker & Taylor to catch up and resolve electronic invoicing, barcode, and receiving problems.

Attended Library Strategic Planning Retreat (September 24).

Met with Brian Kenney (work priorities after my absence); Rosemary Rasmussen (selection work in the Trove); Lee Palmer (Friends and Better World Books).

Shifted or weeded a small section of oversize and large print nonfiction. Transferred older "Books Big and Beautiful," making room for a fresher display.

Led an English Conversation Group.

12 Request a Purchase forms were processed (AV requests done by Karyn De Luca).

Rest of Department

Susan Siegel, Theresa Jattan, and Mary Black placed orders, received, processed and cataloged materials; they checked candidates for weeding and deleted items; searched for bibliographic records, requesting WLS records when needed; they fixed items needing mending or correction in the online catalog.

Jattan completed call number signage for adult nonfiction on first floor and mezzanine.

Siegel continued DVD re-casing project and selected books to donate to the Valhalla Shelter.

Jerrick Harris processed YA graphic novels and transferred many carts of new books to old.