

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

Date: November 10, 2015

Worked day, evening, and weekend shifts at the reference desk.

Coordinated (with vendors WLS and Midwest Tape) catalog changes for new loan period (14 days) for Library's TV Series.

Attended PLA (Public Library Association) webinar "Weeding Smart."

Met with Leah Schaefer, Project Manager at Baker & Taylor.

Led 2 English Conversation Groups.

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

Prepared job description for part-time Collection Management Assistant, which was posted near the Staff room and online (by Kathy Degyansky).

Began weeding 790s section in preparation for the renovation.

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 placed orders, processed and cataloged many books from Ingram, including items for the Westchester Children's (and Teens) Book Festival.

Staff had to replace many faulty barcodes on Baker & Taylor books; vendor will reimburse Library about \$2000 for this problem.

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

Black and I reviewed new quarterly report from WLS listing last items in system with holds over one month and cancellation reports from vendors.

Staff attended training for new ebook platform by 3M.