

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

Date: January 27, 2016

Worked day and evening shifts at the reference desk.

Led one English Conversation Group.

Met with Brian Kenney and Ben Himmelfarb to discuss Local History Collection and location of its various sections during and after the renovation.

Met with Rosemary Rasmussen to discuss collection issues (for example, J fund lines).

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

Began training part-timer Maya Leggat, who will assist with weeding, Better World Books, and many other projects in the department.

Attended WLS workshop “ Enterprise: Updates & Training.”

Rest of Department

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

Leggat spent time with each person in the department, learning various procedures. She also shadowed Black in the circulation department one morning, selected materials for the Valhalla Shelter, and assisted with Biography weeding.

Jerrick Harris processed YA graphic novels, assigned call numbers, and assisted with other miscellaneous tasks.

Siegel, Jattan, Black, Harris, and I attended Allison Midgley’s WorkFlows training at the Library. It covered acquisitions features and searching tips.