

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

Date: March 1, 2016

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

Worked day and evening shifts at the reference desk.

Led one English Conversation Group.

With Rosemary Rasmussen, met with Findaway sales representative to discuss their new offerings for children and adults (e.g. revamped Playaways).

Worked with Tanya Nadas, explaining our processes for selection, ordering and weeding materials, and demonstrating how to use Baker & Taylor TitleSource.

Was trained in use of the WLS MobileCir Kit by Allison Midgely and, with Maya Leggat's assistance, did inventory of our Playaways and Adult Paperback collections. Missing items were then deleted from the catalog.

Leggat and I attended a Friends of the Library meeting, reiterating selection criteria and process for sending materials to Better World Books. Leggat will be responsible for that project, as well as selecting and boxing materials for the Valhalla Shelter each month.

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; searched for bibliographic records, requesting WLS records when needed; they fixed items needing mending or correction in the online catalog; and checked cancellation lists. Leggat processed materials, checked the Trove missing items list, deleted items, prepared 35 boxes for Better World Books and 3 for the Valhalla Shelter. Jerrick Harris processed YA graphic novels, assigned call numbers, and assisted with other miscellaneous tasks.

Staff assisted with weeding in these areas: College Information, Fiction, Biographies, Graphic Novels, and 800s.

Leggat began volunteering with Library's English Conversation Group program.