

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

Date: December 4, 2016

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

Worked day and evening shift at the reference desk.

Led 1 English Conversation Group.

Attended Trove Department meeting to discuss weeding project, focusing on juvenile picture books and older nonfiction.

Midwest processing of Juvenile music CDs was set up.

Continued reviewing older nonfiction being returning, noting items that needed replacement or weeding.

Met with Joshua Carlson to discuss collection management work at the Library—especially as it pertains to the Trove and Edge.

Rest of Department

Mary Black and Suzanne Erhard placed Baker & Taylor, Midwest, and Ingram orders, received materials, tracked and paid invoices, cataloged and processed items for the public, took missing items out of the online catalog, helped implement better Midwest processing of AV materials, and assisted with weeding.

Maya Leggat assisted with Trove weeding, selected materials for Better World Books and Valhalla Shelter, processed 100+ books for the Trove's Anne Izard collection, and did social media work.

Department cataloged and processed many new books donated by Brian Kenney.

Jerrick Harris assisted with call numbers and processing graphic novels.