

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

Date: November 2, 2016

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

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

Led 2 English Conversation Group.

Helped coordinate moving of furniture and Collections to the Third Floor.

Worked with Melanie to ensure that items inaccessible during the renovation (e.g. older nonfiction) were noted as unavailable in the catalog.

Met with Baker & Taylor CLS (Customized Library Service) Project Manager to discuss processing, cataloging, and timely delivery of books from that vendor.

Met with Brian Kenney, Terry Rabideau, and Jerrick Harris to discuss shelver projects (e.g helping librarians with weeding) during the renovation.

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

### **Rest of Department**

Mary Black and Suzanne Erhard placed orders, received materials, processed invoices, cataloged, prepared items for the public, and assisted with weeding.

Maya Leggat processed items, assisted with weeding DVDs, selected materials for Better World Books and Valhalla Shelter. She also began working with Brian on social media projects (e.g Facebook posts for the Library).

Erhard prepared signage and processed AV materials. Leggat and Bonnie Grant completed weeding of nonfiction DVDs in the Trove. Harris assisted with call numbers and other department projects.