

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

Date: January 4, 2017

8 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 and attended Holiday party.

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

Met with Joshua Carlson to discuss collection management issues (for example, shifting location of some materials in the Trove). A second meeting included Brian Kenney.

Relocated Small Business to Storage room, leaving more space for new books.

Began process of consolidating DVD TV Series so they will take less shelf space.

Worked with Tanya Nadas on strategies for weeding J Parenting and Professional sections.

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 and weeded items out of the online catalog (especially numerous picture books), handled cancellation lists, fixed location errors, monitored quality of Midwest processing of AV materials.

Working from lists or specific criteria, Maya Leggat assisted with Trove weeding, selected materials for Better World Books and Valhalla, searched for and corrected books (and catalog records) found in wrong areas, and did social media work

Jerrick Harris assigned call numbers, processed graphic novels, and fixed spine labels.