

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

Date: January 25, 2017

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

Worked day and evening shifts at the reference desk.

Led 1 English Conversation Group.

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

Attended Trove weeding meeting with Brian Kenney, Joshua Carlson, Tim Baird, and Jerrick Harris.

Represented department at Staff Association meeting.

Coordinated orders of replacement DVD TV Series.

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, 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, searched for and corrected books (and catalog records) found in wrong areas, and did social media work and flyers.

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