

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

Date: March 1, 2017

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

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

Led 1 English Conversation Group.

Attended 2 meetings of YWCA Alliance for Change Book Group.

Met with Joshua Carlson to discuss processing of J materials and the new J Popular collection.

2 conference calls with vendor Ingram to set up ordering and processing of J Popular collection.

Attended first "Slow Reading" program led by Ellen Lambert.

Attended YWCA program "Unconscious Bias III: Organizational Best Practices."

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, and cataloged/processed many Spanish books from Bilingual.

Working from lists or specific criteria, Maya Leggat assisted with Trove weeding, selected materials for Better World Books and Valhalla Shelter, corrected books, processed/cataloged materials, and did social media work and flyers.

Jerrick Harris assigned call numbers and assisted with cataloging and processing.

Entire department attended "Fire Safety Training Program."