

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

Date: June 7, 2017

- *12 Request a Purchase forms were processed (AV requests done by Karyn De Luca).
- *Worked day and evening and weekend shifts at the reference desk.
- *Led 1 English Conversation Group.
- *Led 4 Lunchtime Meditation Programs (monthly attendance: 37)
- *Had meeting with Jon Jezorski, CLS (Customized Library Service) coordinator and others from Baker & Taylor (B & T) to discuss such ongoing issues as low inventory of Spanish and Juvenile materials and holding codes.
- *Coordinated shifting of Spanish collection recently weeded by Mariel Perez.
- *With Kathleen Degyansky and Mary Black, interviewed candidates for Collection Management position.
- *Offered job to Alexandra Serra, who will start in late June.
- *Facilitated bi-monthly Slow Reading Book Group by Ellen Lambert (attendance: 15).
- *Traveled to Italy and beyond during "Virtual Reality for Staff" program in the Edge.
- *Coordinated 20 boxes of materials being shipped off to Better World Books.

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, took missing and weeded items out of the online catalog, handled cancellation lists, fixed location errors, monitored quality of vendor-processed materials. They both worked on cataloging and processing the numerous summer reading titles.

*Jerrick Harris assigned call numbers, processed YA graphic novels, and helped with deletions and other tasks such as transferring new books to old.