

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report September

Date: October 4, 2017

- *17 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.
- *Coordinated and led 3 of the 4 Lunchtime Meditation Programs. Guest presenter led 1 program. (Attendance for month: 46.)
- *With Mariel Perez, met with ESL instructor Curt Constable, who furnished input on the arrangement and selection of materials in our English Learning section.
- *Wrote book annotations for October WPPL newsletter.

Rest of Department

- *Mary Black and Suzanne Erhard placed orders, received materials, tracked and paid invoices, cataloged and processed items, took missing and weeded items out of the online catalog, covered books, handled cancellation lists, fixed location errors, monitored quality of vendor-processed materials (alerting me about any problems).
- *Jerrick Harris assigned call numbers, processed YA graphic novels, and helped with deletions.
- *Alexandra Serra assisted with many weeding projects (for example, 800s, 360s), transferred new books to old, linked items, processed books, and requested bibliographic records from WLS.