

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report December

Date: January 3, 2018

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

*Worked day and evening shifts at the reference desk.

*Led one English Conversation Group.

*Coordinated and led 3 of the 4 Lunchtime Meditation Programs. Guest presenter led 1 program. (Attendance for month: 37)

*Submitted short piece for newsletter.

*Along with Suzanne Erhard, attended Ben Himmelfarb's training on using new microfilm/scanner in the Local History Room.

*Attended 3 ½-hour Non-Harassment/Discrimination/Workplace Violence Training sponsored by the City Personnel Office.

*Weeding projects in process: Cookbooks (Sharon Rothman); 700s (myself).

Rest of Department

*Mary Black and 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), ensured patron requests and street-date materials were tagged and brought to the public on time, and monitored all supplies.

*Alexandra Serra assisted with weeding projects, pulled and transferred books from New Books section to old, linked items, processed books, requested bibliographic records from WLS, and prepared materials for Better World Books.