

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report January 2018

Date: January 25, 2018

*13 Request a Purchase forms were processed through 1/24 (AV requests done by Karyn De Luca).

*Worked day and evening shifts at the reference desk.

*Led one English Conversation Group.

*Coordinated and led 4 of the 5 Lunchtime Meditation Programs. Guest presenter led 1 program.

*Facilitated two "Slow Reading" programs. Met with Ellen Lambert to plan continuation of the program (story selections, dates, flyer) into the spring.

*Did one email training for a patron.

*Submitted 2 pieces to "This Week on Martine."

*Attended Welcome Desk Training led by Brian Kenney and Tim Baird.

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), ensured patron requests and street-date materials were tagged, and brought to the public on time.

*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.

*Jerrick Harris processed and cataloged YA graphic novels.