

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

Date: March 8, 2018

*18 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.

*Facilitated two sessions of the "Slow Reading" program.

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

*Arranged and attended "Relax with Reiki" library program.

*Weeding of adult nonfiction: cookbooks finished (Sharon Rothman); music, architecture, and sculpture (myself)

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 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, cataloged and covered books, requested bibliographic records from WLS, and prepared materials for Better World Books.