

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

Date: May 2, 2018

- * 22 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 the two Lunchtime Meditation Programs; guest teachers led 2.
- *With Ellen Lambert, planned fall continuation of Slow Reading book discussion program.
- *Submitted 2 items to "This Week on Martine."
- *Met with Tim Baird and Ben Himmelfarb to plan the latter's weeding of the 900's section.
- *Attended Multi-Language Book Fair, reviewing ESL books and contacting vendors.
- *Coordinated and attended first Wellness Wednesday program, "Relax with Reiki."

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, 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. Black corrected catalog records (and books themselves) for old items still marked "New."
- *Alexandra Serra assisted with weeding projects, pulled and transferred books from new books section to old, linked items, cataloged books, requested bibliographic records from WLS, and prepared materials for Better World Books. Serra and shelver Rohan Prosad finishing re-shelving *New York Times* microfilm boxes (1851-2010!).
- *Jerrick Harris assisted with processing YA Graphic Novels and fixing bibliographic and spine labels on 700s and 800s books.