

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report July/August 2019

Date: September 4, 2019

*25 (August) 28 (July) Request a Purchase forms were processed (AV requests done by Karyn De Luca).

*Worked day, evening, and weekend shifts at the reference desk.

*Led 2 English Conversation Groups.

*Led 4 Lunchtime Meditation programs; Guest leader did 1. Monthly attendance for July: 74. No program in August.

*Worked with Kristen Thornton-De Stafeno on Slow Reading and Fall Wellness Programs flyers.

*Trained Mary Black and Suzanne Erhard in new ordering and invoicing procedures with Evergreen ILS.

*Introduced Ryan Jackson, the Library's new TechXpert, to ordering and acquisitions workflow with Evergreen.

*Spent considerable time on emails and phone calls (vendors and WLS) and in consultation with our Systems staff, trying to sort out Evergreen acquisitions issues.

*Along with Erhard, Jackson, Black, and Alexandra Serra, attended Evergreen training and Q & A with Allison Midgley of WLS.

*With acquisitions module not yet functional to our specifications, department has had to order materials partially processed, entailing much extra work of linking and processing.

* Erhard handled all AV materials and worked day, weekend, and evening shifts at the Hub Periodicals Desk. She also linked and processed books. Did monthly newspaper flip for Periodicals.

* Serra pulled and transferred materials from new books section to old, linked items, processed books, made updated shelf labels, and requested bibliographic records from WLS.

*Jerrick Harris linked and processed new books and all YA Graphic Novels.

*Volunteer Mike Park boxed Better World Books materials. 30 boxes were shipped out.