

BRIDGEPORT LIBRARY

Burroughs/Technical Services Aug 2023 Monthly Report

Submitted by: Vivian Bordeaux

September 18, 2023

Service Statistics	Number of active cards: 15,418
Collection Statistics	Total collection number: 565,473
	In House use: 2,665

Highlights

For the month of August

Outreach Committee: This was a busy month for the committee members. There were many back to school events that the members participated in. One event was held at the Government center, members gave away 300 bags with library information inside each. Every other Thursday since July committee members have set up a table at the Farmers market on the McLevy Green.

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Government Documents: Working with the Conn. State Library, we were able to identify over 100 titles that were on the Federal Depository discard list. We will continue to identify items that we can either send to the State Library or discard.

Technical Services: We continue to process new materials, address issues that at times affect our catalog and our collection in all formats.

Baker & Taylor representative presented a review for all of the selectors on the many features they offer and also how to order books. I continue to meet with the customer rep monthly on various issues.

Baker & Taylor: Sustainable shelves project, we have submitted about 150 books that we will get credit for to Baker & Taylor. We have received over 2000 books from the branches but not everything could be sent to Baker & Taylor. They are no longer receiving books to discard, they are only receiving books that they can recycle. We continue to send books we have removed from our collection to the Friends group.

Bibliomation: I continue to work on various inventory lists with the Bibliomation staff to clean up our catalog. So far we have worked on Adult, Juvenile and Young Adult videos, uncatalogued items, missing circulation modifiers, circulation permission list, and Bridgeport staff accounts.

Total number of items added 1,175; total number withdrawn 1,957

Branch name, total collection count (added/withdrawn)

Beardsley 3,641 (232/0); Black Rock 44,615 (353/468);

Burroughs 324,976 (303/901); East Side 46,395 (46/41);

Newfield 36,859 (55/276); North 107,546 (186/271)

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Federal Documents:

Jeff is working on the discard lists that state library sent out. He will check to see if we have the titles on the shelves and in Bibliomation. We both will continue to look at the depository webinars.

Jeffrey Coutts, Librarian II

In the month of August I watched webinars related to discarding federal documents. I oriented myself with the federal documents in the back stacks. Deleted books for the sustainable shelves initiative. I went through the discard list dated December 14th and February 24th provided by the state depository. I deleted from the system 109 federal documents that were no longer needed and put them in an Excel spreadsheet document.

Baker & Taylor sustainable shelves:

Currently Baker & Taylor are only taking books that they can recycle. Their discard program was discontinued about 2 months ago. We have the branches sending me their discard and weeded books and we will send those in good condition to Baker & Taylor and the others we will give to the Friends. So far we have worked on 2,000 books and we were able to send Baker & Taylor about 150 books. We will get credit for what we send and it will be applied to our account as credit. Baker & Taylor pays for the shipping. I do not think this is worth the effort we put into it but we will continue this for a few more months. Sybill does a wonderful job at keeping track of what we send out.

Back stacks

We continue to pull books from the shelves. And move reference materials from the 2nd floor Reference that are Federal Docs to the 6th floor.

Jeff will begin to work at a retention policy for some of our magazines. He will continue to work on the Federal Documents.

Outreach Committee's calendar is in the Outreach Committee folder.