

**STACKS MANAGEMENT
STUDENT EMPLOYEE APPROVED TASKS LIST**

STUDENT EMPLOYEE: _____

SEMESTER: _____

SPECIFIC TASK	DATE APPROVED	STAFF
GENERAL		
FIRST FLOOR PICKUP		
SECOND FLOOR SOUTH PICKUP		
SECOND FLOOR NORTH PICKUP		
THIRD FLOOR PICKUP		
CLEANUP		
PERIODICALS		
BOOKDROP NEWSPAPERS		
MAILED NEWSPAPERS		
STRAIGHTENING, SHELFREADING NEWSPAPERS		
AM CURRENT PERIODICALS		
PM CURRENT PERIODICALS		
STRAIGHTENING, SHELFREADING CURRENTS		
SHELVING BOUND PERIODICALS		
STRAIGHTENING, SHELFREADING BOUNDS		
SHIFTING BOUND PERIODICALS		
SEARCHING		
MICROFORMS		
MAIN COLLECTION		
SHELVING		
SEARCHING		
SHELFREADING		
SHIFTING		
ORGANIZING & PROCESSING SHELVING TRUCKS		
OTHER COLLECTIONS		
BROWSING: SHELVING & CLEANUP		
QUARTOS: SHELVING & CLEANUP		
NEUMANN & PUTNEY: SHELVING & CLEANUP		
EMC: SEARCHING		
GOVERNMENT DOCUMENTS: SEARCHING		
SPECIAL ASSIGNMENTS		
PREVIOUS SUNDAY NEWSPAPERS		
END OF THE MONTH NEWSPAPERS		
ADDITIONAL PROJECTS		
SHELF CHECKING FOR ACCURACY		
INVENTORY PROJECTS		
SHELVING SURVEY PROJECTS		
RANGE FINDER SURVEYS		