

**STACKS MANAGEMENT  
DAILY DUTIES CHART**

Use the erasable markers only!

DUTY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Bkdrp Papers							
1st Fl. Pickup							
2nd So. Pickup							
2nd No. Pickup							
3rd Fl. Pickup							
Search Box*							
Currents							
Bounds							
Cleanup *	A-E	F-H	J-PN	PQ-Q	R-Z		
Spec.Cleanup	Browsing Rm	Quartos	Browsing Rm	Quartos	Browsing Rm		
Microforms							
Comp.Storage							
Wknd Pickup	to be done either Saturday or Sunday						
Wknd Currents	to be done either Saturday or Sunday						
Wknd Bounds	to be done either Saturday or Sunday						

**NOTES:**

1. An asterisk (\*) indicates a task which, if not completed when scheduled, MUST be done at the start of the next day.
2. Check the appropriate box BEFORE starting a task, NOT after it is completed, so others will know it is being worked on.
3. If you don't finish a task, erase the checkmark and/or leave a note on the Activity Log telling others how far you got.
4. The gray-shaded boxes indicate tasks that do not have to be done on that particular day.