

**STACKS MANAGEMENT
DAILY DUTIES CHART**

Use the erasable markers only!

DUTY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Bkdrp Papers							
1st FI Pickup							
2nd So Pickup							
2nd No Pickup							
3rd FI Pickup							
Mailed Papers							
AM Currents							
Cleanup *	A-E	F-H	J-PN	PQ-Q	R-Z		
Special Coll							
Quartos							
Search Box*							
Microforms							
PM Currents							
Prev Sun Pap							
Sat Currents							
Sun Currents							

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 other 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.