

**STACKS MANAGEMENT
STUDENT EMPLOYEE TRAINING CHECKLIST**

NAME :

ACADEMIC YEAR:

GENERAL INFORMATION	VERBAL	MANUAL	STG
ACTIVITY LOG			
TIMESHEETS AND PRINTOUTS			
LOCATION AND USE OF THE MANUALS			
ATTENDANCE			
CONDUCT WHILE WORKING			
IDENTIFICATION BADGES			
PERSONAL FILE FOLDERS AND PRIVACY RULES			
ASSIGNMENT AND NOTICE BOARDS			
DAILY DUTIES CHART			
ASSIGNMENT PRIORITIES			
LOCATION AND USE OF SELF-TRAINING GUIDES			
ADDITIONAL PROJECTS			
INTRODUCTION TO PERIODICALS AND THE HOLDINGS CATALOG			
INTRODUCTION TO CALL NUMBERS			
CALL NUMBER CARD TEST			
CALL NUMBER WRITTEN TEST			
DAILY DUTIES / ASSIGNMENTS	VERBAL	MANUAL	STG
BOOKDROP NEWSPAPERS			
PICKUP: STATISTICS LOG			
PICKUP: FIRST FLOOR			
PICKUP: SECOND FLOOR SOUTH			
PICKUP: SECOND FLOOR NORTH			
PICKUP: THIRD FLOOR			
MAILED NEWSPAPERS			
AM CURRENT PERIODICALS			
MAIN COLLECTION CLEANUPS			
SEARCH BOX			
QUARTOS: SHELVING AND CLEANUP			
SPECIAL COLLECTIONS: SHELVING AND CLEANUP			
EMC: SEARCHING			
GOVERNMENT DOCUMENTS: SEARCHING			
MICROFORMS: SHELVING			
MICROFORMS: REEL CHANGING PROJECT			
PM CURRENT PERIODICALS			
NEW SUNDAY NEWSPAPERS			
PREVIOUS SUNDAY NEWSPAPERS			
OTHER DUTIES	VERBAL	MANUAL	STG
SHELVING: CURRENT PERIODICALS			
SHELVING: BOUND PERIODICALS			
SHELVING: NEWSPAPERS			
SHELVING: BOOKS			
STAGING: LOCATION AND USE OF STAGING AREAS			
STAGING: ORGANIZING AND PROCESSING SHELVING TRUCKS			
SHELFREADING: NEWSPAPERS			
SHELFREADING: PERIODICALS			
SHELFREADING : BOOKS			
SHIFTING: PERIODICALS			
SHIFTING: BOOKS			

SHIFTING: MICROFORMS			
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