

**STACKS MANAGEMENT
SELF TRAINING GUIDES**

GUIDE #	TITLE
	TRAINING
1/A	CALL NUMBERS
1/B	CALL NUMBER CARD TEST 1 – ANSWER KEY
1/C	CALL NUMBER CARD TEST 2 – ANSWER KEY
1/D	CALL NUMBER CARD TEST 3 – ANSWER KEY
1/E	CALL NUMBER WRITTEN TEST
1/F	CALL NUMBER WRITTEN TEST – ANSWER KEY
1/G	SHELFREADING TEST
1/H	SHELFREADING TEST – ANSWER KEY
2	SELF-GUIDED TOUR
	DAILY DUTIES
3/A	PICKUP – FIRST FLOOR
3/B	PICKUP – SECOND FLOOR SOUTH
3/C	PICKUP – SECOND FLOOR NORTH
3/D	PICKUP – THIRD FLOOR NORTH
4	BOOKDROP NEWSPAPERS
5/A	AM CURRENT PERIODICALS
5/B	BOUND PERIODICALS
6/A	MAIN COLLECTION CLEANUP
6/B	LEISURE READING (BROWSING) CLEANUP
6/C	QUARTO CLEANUP
7	SEARCH BOX
8	MICROFORMS
	PRIORITY LIST
9	SHELVING BOOKS
10/A	SHELF READING MAIN COLLECTION
10/B	SHELF SCANNING MAIN COLLECTION