

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 1/A
CATEGORY: TRAINING
TITLE: CALL NUMBERS**

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED A COPY OF THE STACKS MANAGEMENT STUDENT EMPLOYEE MANUAL, A PEN OR PENCIL, ONE CALL NUMBER CARD TEST SET, AND ONE WRITTEN CALL NUMBER TEST (SELF-TRAINING GUIDE 1/D).

STEP ONE: SIGN IN, IN THE ACTIVITY LOG. YOUR ACTIVITY IS TRAINING. IF YOU ARE PRESENTLY SCHEDULED TO BE WORKING IN STACKS MANAGEMENT, YOUR DEPARTMENT IS : STKS OR STACKS; OTHERWISE, INDICATE THE UNIT YOU ARE PRESENTLY SCHEDULED TO BE WORKING IN. PLEASE NOTE THAT THERE IS NO TIME LIMIT FOR THIS ACTIVITY. TAKE AS LONG AS YOU NEED, EVEN IF IT MEANS COMPLETING THE ACTIVITY ON ANOTHER DAY.

STEP TWO: REVIEW *SECTION IV* IN THE STACKS MANAGEMENT STUDENT EMPLOYEE MANUAL (INTRODUCTION TO CALL NUMBERS).

STEP THREE: YOU HAVE BEEN GIVEN ONE OF THE CALL NUMBER CARD TEST SETS FROM THE LABELED BOX ON THE SHELF UNDER THE STACKS MANAGEMENT COUNTER. THE CARDS HAVE BEEN SHUFFLED, SO THEY ARE NOT IN PROPER CALL NUMBER ORDER. YOU HAVE ALSO BEEN GIVEN A COPY OF THE WRITTEN CALL NUMBER TEST.

STEP FOUR: TAKE THE TESTS TO THE NEWSPAPER WORKTABLE, SO YOU HAVE A WORK SURFACE. START WITH THE CARD TEST. PUT THE INDIVIDUAL CARDS INTO CORRECT CALL NUMBER ORDER. BE CAREFUL – THESE TESTS WERE DESIGNED TO INCLUDE MOST OF THE MORE COMMON SHELVING ERRORS AND LC CALL NUMBER SYSTEM PROBLEMS, AND THERE ARE A FEW 'TRAPS'. TAKE YOUR TIME.

STEP FIVE: IF I AM AVAILABLE WHEN YOU FINISH THE TEST, BRING THE CARDS TO ME FOR CHECKING. IF YOU HAVE TIME, I MAY HAVE YOU GO IMMEDIATELY TO THE WRITTEN TEST, AND WAIT UNTIL THAT IS COMPLETED BEFORE CORRECTING BOTH TESTS. OTHERWISE, WRITE YOUR NAME ON A POST-IT NOTE OR PIECE OF SCRAP PAPER, ATTACH THIS TO THE CALL NUMBER CARDS, AND PLACE THEM FACE DOWN ON MY DESK. THEN, PROCEED WITH THE WRITTEN TEST.

STEP SIX: EACH PROBLEM ON THE WRITTEN TEST CONSISTS OF THREE CALL NUMBERS. READ THE NUMBERS CAREFULLY. IF THE SECOND CALL NUMBER IN THE SET BELONGS BETWEEN THE FIRST AND THIRD CALL NUMBERS, ANSWER **YES** IN THE SPACE PROVIDED. IF NOT, ANSWER **NO**. THE FIRST 15 PROBLEMS SHOW THE CALL NUMBERS AS THEY APPEAR ON THE BOOKS. HOWEVER, YOU WILL SOMETIMES HAVE TO LOOK FOR BOOKS USING CALL NUMBERS WRITTEN OUT IN A SINGLE LINE, SO THE REMAINING 15 PROBLEMS SHOW THE CALL NUMBERS WRITTEN IN THIS MANNER. WHEN YOU HAVE FINISHED THE TEST, LEAVE IT FACE DOWN ON MY DESK.

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NOTES: I DO NOT KEEP LONG-STANDING RECORDS ON HOW WELL YOU DID ON EITHER TEST, ALTHOUGH FOR STATISTICS' SAKE I KEEP TRACK OF HOW MANY ERRORS ARE MADE, AND YOUR FUTURE EMPLOYMENT IN THE LIBRARY DOES NOT DEPEND SOLELY UPON YOUR TEST SCORES. THESE TESTS ARE DESIGNED TO MAKE SURE YOU REALLY UNDERSTAND THE LIBRARY OF CONGRESS CALL NUMBER SYSTEM. IT IS ONE THING TO READ A SET OF INSTRUCTIONS AND TO BELIEVE UPON FINISHING IT THAT YOU HAVE NO QUESTIONS. IT IS ANOTHER THING TO ACTUALLY WORK IN SOME MANNER WITH THE CALL NUMBERS. MOST PEOPLE FIND THAT THEY DO HAVE AT LEAST A FEW QUESTIONS, OR THAT THERE WAS SOME PART OF THE SYSTEM THEY DIDN'T GET A CLEAR PICTURE OF FROM THE INSTRUCTIONS. I WILL REVIEW WITH YOU ANY ERRORS YOU MADE ON THE TESTS. FEEL FREE TO ASK QUESTIONS IF YOU DON'T UNDERSTAND WHAT THE ERROR WAS – THAT IS THE WHOLE POINT OF THE EXERCISE.

IF YOU MADE TOO MANY ERRORS ON THE CARD TEST, YOU MAY BE ASKED TO DO ANOTHER ONE (THERE ARE THREE ENTIRELY DIFFERENT SETS OF CARDS). PLEASE DO NOT BE EMBARRASSED IF THIS HAPPENS. THE CALL NUMBER SYSTEM IS BASIC TO ALMOST EVERY TASK YOU WILL BE ASSIGNED TO, AND IT IS CRITICAL THAT YOU UNDERSTAND IT AS WELL AS POSSIBLE BEFORE YOU GO UPSTAIRS TO SHELVES, SEARCH, OR SHELFREAD.

READING ANYONE ELSE'S WRITTEN SHELVING TEST OR LOOKING AT A COMPLETED TEST CARD SET IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S PRIVACY.