

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 2  
CATEGORY: TRAINING  
TITLE: SELF-GUIDED TOUR  
AREA: all**

STUDENT	
DATE	

FIRST, BE SURE YOU HAVE CORRECTLY LOGGED YOURSELF IN, IN THE ACTIVITY LOG. YOUR ACTIVITY IS "**TRAINING**", AND THERE IS NO AREA OR BOOKTRUCK NUMBER.

BEGIN YOUR TOUR IN THE STACKS MANAGEMENT WORK AREA. TRY TO LOCATE EACH ITEM OR SECTION INDICATED, AND CHECK OFF IN THE APPROPRIATE SPACE WHEN YOU HAVE BEEN SUCCESSFUL. IF YOU CAN'T LOCATED SOMETHING, LEAVE THAT SPACE BLANK AND MOVE ON TO THE NEXT ITEM OR SECTION.

**FIRST FLOOR, NORTH**

	Locate the Stacks Management counter, and note the shelves beneath it.
	Locate the Combined Logs binder. Note there are five logs included here: Activity Log, Periodicals Shelving, Unchecked Shelving, Pickup-In House Use, and Newspaper Processing. Check each type of log, and note the column headings. If you have not already done so, log yourself into the Activity Log.
	Locate the calendar, on which you should note any planned schedule changes.
	Locate the box of Student Employee badges. If you have not already done so, take your own badge out and put it on. If you do not have a badge in the box, inform me so I can make one for you.
	Locate the Notice Signs, which are attached to a bookend so they can stand upright. You are responsible for checking these every duty shift, so you don't miss any important announcements or changes.
	Locate the Search Box. Note that there is a card in the front of the box to which special searches will be attached, and that the other dividers in the box indicate the day of the week on which items behind the dividers should be searched for, with a space at the back of the box for completed searches.
	Now move on to the shelves underneath the counter. Locate the Stacks Management Student Employee Manuals.
	Locate the four file boxes with the Self-Training Guides, and note the index sheet on each box.
	Locate the Quick Reference Guides. These can be taken with you whenever you are performing a duty with which you are not completely familiar.
	Locate the small box containing the Call Number Card Tests. Note that each card set has a label indicating whether it is Set # 1, Set # 2, or Set # 3.
	Locate the basket for completed Self-Training Guides. Any completed guides should be left in this basket <u>face down</u> . NO ONE IS ALLOWED TO READ ANYONE ELSE'S COMPLETED GUIDES except the supervisors.
	In the wooden divider unit, locate the various shelving signs and tabs, including blank forms for Shelving Truck ID tags and Accuracy Checklists, the box for Completed Forms, and the campus envelope for Completed Accuracy Checklists.

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 2  
PAGE 2**

	Turn around and locate the Stacks Management bulletin board.
	Locate the Daily Duties Board. Note how the board is filled out, and read the Assignment Priority List posted nearby. This list will help you determine what tasks you should perform and in what order.
	Next to the bulletin board, locate the white erasable Notice Board. You are required to check this Notice Board frequently, and follow the instructions that are posted there. Note the erasable pen kept here; use this for the Daily Duties Board.
	To the left of the erasable board, locate the small metal table. The basket on this table is for microforms that were borrowed on Interlibrary Loan and have now been returned. Whenever you reshelve microforms, make sure to include any items left here.
	Turn around again. At the end of the Stacks Management counter, locate the Shelfreading Binder, along with the box of blank index cards and the dust clothes.
	Next to the Shelfreading Binder, locate the box for New Microforms that need to be shelved.
	The Shelfreading records are on one end of the worktables for Stacks Management. Walk down to the small wooden table at the other end and locate the Additional Projects baskets. Note how they are labeled. Look at the Additional Projects folders, and note the log sheets clipped to each folder, identifying the project currently included in that folder.
	In the basket with the Additional Projects folders, locate the Microform Use Study folder.
	Locate the wooden truck at the end of the worktables. Any periodicals returned to the Circ/Reserve Desk, or found on Pickups, should be left here for reshelving. If you are assigned to reshelve either current or bound periodicals, check this truck for volumes to take and reshelve.
	Locate the flat-shelved book truck parked in front of the small table. Use this for doing the Mailed-In newspapers. Note that this truck is to be used for newspapers ONLY, not for shelving.
	The other worktable is the Newspaper processing table. Locate the staplers kept here.
	On the shelves next to the processing table, locate the rest of the processing supplies. Note the laminated yellow signs used for the Sunday newspaper rack.
	On the other side of the processing table, locate the single row of Storage shelving. Look at the Exceptional Returns shelves. Note the shelves with the discarded magazines, and on the other side, locate the extra box of dusting cloths.
	Behind the Storage shelving, locate the 'corral' area for parking empty book trucks.
	Next to the book truck 'corral', locate the office of the Head of Access Services, Jeanne Foley.
	Just past Jeanne's office, locate the breakroom, the supply cabinet, and the coat racks. There is a door here out of the Access Services area; this door is kept locked, so it can be used for exiting the area, but not for entering it.
	Locate the student employee lockers, and read the yellow instruction signs on them. Next to the lockers, locate the boxes of paper for the photocopiers.
	Locate my desk and work area. Note my computer terminal and phone; if you need to leave a message for me, tape it to one of these. Also note the card pocket on the other side of the divider, toward the sink, that tells you where I am.
	Locate the area for full book trucks ready to shelve. Note the ID tags in the pockets of each truck, the use of laminated "Date Processed" and "Double Checkin" tags. Note the use of PROCESSED AND READY TO SHELVING signs.

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 2  
PAGE 3**

	Locate the file cabinet full of bookends. Note that there are also extra bookends stored on the bottom shelf of the Stacks Management counter.
	Locate the Double Checkin area. Note the checkin terminal, and the Double Checkin log book.
	Next to the Double Checkin area, locate the Special Returns shelf unit. Check all the signs on the individual shelves, telling you what items to leave where. Locate the Stacks Management Problem shelves. Any time you find an item from the Search Box, or materials shelved or stashed a row or more away from where they should be, leave them on these shelves with a note indicating where you found them. Problem Returns are also placed here when they first come in.
	Locate the door out of this area on the north wall. This is the door you should normally use when you come to work for Stacks Management, and is also the door closest to the elevator. Next to the door is a small work area with a paper cutter, and the storage cabinet for extra due date cards.
	Just past this area is Mary Luebke's work area. Go past her desk into the Circulation/Reserve area. Locate the podium with the Access Services student employee information; timesheets and other student employee items are kept here.
	Locate the Access Services student employee bulletin board. You will be expected to check this board often, for general employment information.
	Continue on into Circ/Reserve. Against the glassed-in north wall, locate the Staging units for EMC, Browsing Room, Neumann and Putney collection books, and Quartos. Note the boxes for blank Shelving Truck ID tags and blank Accuracy Checklists, kept here for when the C/R desk workers organize trucks for reshelving.
	Locate the Reserve collection shelves. On the inside of the row of Reserve shelving, locate the Hold Shelf, for materials being held for specific patrons. This includes Interlibrary Loan and Universal Borrowing items.
	At this end of the Circulation/Reserve counter, locate the Search/Hold basket, the Reserve book return slot, and the Reserve checkin terminal. This is the terminal you should use for updating your record on KRONOS.
	Turn back to the rows of shelving, and locate the two rows for Main Collection Staging. Note the tags on either end, and the labels on the shelves indicating acceptable book truck combinations.
	Locate the READY TO SHELVES ONTO STAGING signs that are kept in a clear plastic envelope on the end of one row of shelving.
	Walking along the C/R counter toward the lobby, locate the drop points for Government Documents and Reference materials, and the drawer for the News Bureau's newspapers.
	Turn back toward the Stacks Management area. You will pass Eric Graczkowski's work area, and then Crystal Buss' area. Locate the two wooden outdoor book drops just past the fire door. The Oshkosh Northwesterns are delivered directly to these drops. Note the bulletin board between the two drops, and the instruction sheets that are posted there.

YOU SHOULD NOW BE BACK AT THE STACKS MANAGEMENT COUNTER. PROCEED PAST THE DOUBLE CHECKIN AREA OUT THE NORTH DOOR. YOU WILL BE IN A LARGE ROOM WITH AV EQUIPMENT, MICROFORM CABINETS, ETC..

	To your right, locate the microfilm reader/printers. Note that there are numbers printed on the sides of each machine; these are ID numbers used to place maintenance orders and choose the correct supplies.
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**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 2  
PAGE 4**

	Down a little further, still on your right, locate the three rows of microfilm cabinets. Note that there are several different collections here: newspapers on microfilm, periodicals (magazines) on microfilm, books on microfilm, materials on microfiche, materials on microcard, and finally, in the third row of cabinets, the ERIC microfiche collection. Locate the black 'drop boxes' on top of the cabinets – this is where patrons are supposed to leave microforms after use; empty them when you are reshelving microforms.
	Locate the 'drop truck' placed at the end of the first row of microfilm cabinets. When doing the first floor pickups, materials on this truck must be collected.

YOU ARE NOW IN THE EDUCATIONAL MATERIALS COLLECTION (EMC). ALTHOUGH WE DO NOT RESHELVE EMC ITEMS, WE DO SEARCH FOR THEM, AND WE PICK UP EMC ITEMS USED IN HOUSE, SO YOU WILL NEED TO BE AWARE OF THE KINDS OF MATERIALS SHELVED HERE, AND WHERE.

	Just past the microfilm cabinets, locate the Kraus Curriculum Collection cabinets. Look at the materials filed in this cabinet, and note how there is a heading on each sheet of microfiche indicating that this is part of the Kraus Curriculum Guide collection; these microfiche envelopes should NEVER be shelved into the regular books on microfiche drawers
	Just past the microfilm area, locate the EMC Periodical collection, and the single row of EMC Reference shelving.
	Continuing to move down the room, looking to your right, locate the Textbook collection. Note that the very first row of shelving in this area actually houses the Teaching Ideas collection, and the Curriculum Guide collection, followed by the Textbooks themselves. Note how the LC call numbers on the textbooks are composed to keep all books in a set together.
	Note that there are 'drop trucks' located throughout the EMC. When doing the first floor pickup, collect all materials left on these trucks.
	When you get to the end of the Textbooks shelving, turn right and go all the way to the wall with the fire door. In the corner, locate the cabinets with the Picture File collection.
	Go down past the fire door, and locate the Nonfiction Collection. Note that this collection uses the Dewey Decimal call number system, not the Library of Congress system used for textbooks and audiovisual.
	Moving back toward the center of the area, locate first the General Fiction collection, and then the Picture Book collection. Note how the books in both collections are organized alphabetically by author's last name, and then alphabetically by title. Note also that the Fiction Call Number labels simply list the first two letters of the author's name, while the Picture Books have labels indicating "JE" for Juvenile above the letters from the author's name.
	Locate the EMC service desk.
	Against the wall past the service desk, locate the racks for maps and posters, kits in large plastic bags, and oversize books.
	Moving away from the wall, locate the EMC-Audiovisual collection. Note the different kinds of materials housed in this collection, using the LC call number system.
	Next to the EMC service desk, locate the Multimedia Workstations, for use with various computer programs. These are also equipped as Online Public Access Catalog (OPAC) terminals. Patrons may need help getting started with these workstations; if asked, refer them to the EMC service desk, or to the Circulation/Reserve Desk.
	Moving back toward Access Services, locate the Music Collection. Note that these CDs are organized numerically, with labels on the front of each one; note also the security cases. Note also that the collection actually wraps around the corner.

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 2  
PAGE 5**

	To the left of the door back into Access Services, locate the study carrels against the wall. Locate the two microform cabinets down at the very end of the carrels. These house the Library of American Civilization and Library of English Literature collections, both on microcard. Look at samples from both collections, and note how they look and how they are organized.
	Locate the desk between the LEL and LAC collections; this is also used as a 'drop truck' and should be checked when doing the first floor pickup.

GO BACK TOWARD THE DOOR INTO ACCESS SERVICES. AHEAD OF YOU IS THE ELEVATOR CORRIDOR. TAKE THE ELEVATOR UP TO THIRD FLOOR, NORTH.

	After you leave the elevator, locate the restrooms to the right; patrons may ask you where these are.
	Past the restrooms, turn left. Go through this door, and you will be on the north side of the lobby bridge. Note the study areas on both sides of the bridge. Cross the bridge to the south side. This area should be included when doing the Third Floor Pickup.
	Locate the display table for tax information. During the tax season, patrons will ask you where this information can be obtained. What is on this display table and rack is all the library has, and we do not give out any tax advice of any kind; all we do is distribute the forms.
	Go through the double doors, and you will be in the Government Documents Depository. Locate the service desk. Documents found in the area directly outside the depository should be picked up, counted, and returned to the service desk here. Note that materials do not circulate from this desk; government documents are checked out at the Circulation/Reserve Desk on First Floor.
	On the west side of the Depository is the Archives/Closed Stacks area. On the east are Government Documents office, the Federal Documents, and the General Documents. Look at both types of documents and check the differences in the call numbers.
	Locate the Online Public Access Catalog (OPAC) terminals, and the photocopier.
	Leave the Depository, and cross the lobby bridge again. This time, go through the double doors into the shelving area on Third North. Note that signs indicate this area as a Quiet Study area. Locate the three sections of regular Main Collection shelving, and note that each section begins at the front of the room and continues from left to right in each row moving toward the rear of the room.
	Locate the rows of Quarto (oversize) shelving just ahead of the first section of regular shelving.
	Locate the 'drop trucks'. One is just inside the room, one is near the quartos, one further down the first section of shelving, and one is halfway down the last section of shelving, on the outer wall. Locate all four. These must be checked when doing the Third Floor pickup.
	Locate the study carrels all around the outer wall. These must all be checked when doing the Third Floor pickup.
	Locate the OPAC terminals just inside the door. Note the large red Library of Congress Subject Headings books; these stay near the OPACs.

NOW, TAKE EITHER THE ELEVATOR OR THE NORTH STAIRS DOWN TO SECOND FLOOR NORTH.

	Turn right coming out of the elevator. Locate the main office – you should already know this; it's where you first went to apply for work here. Never send patrons here with reference questions; send them to the Reference Desk or to Circ/Reserve.
	Locate the Helen Wahoski Room, Room 202, directly across from the office. As patrons come here frequently for classes or seminars, you may be asked where this room is.

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 2  
PAGE 6**

	Down past the office, locate the Browsing Room/Clausen Reading Room. Note where the Browsing Periodicals are located, and find the Browsing Room 'drop truck'. Note how the collection is divided into one section with Library of Congress call numbers, and the general fiction books that are shelved alphabetically by author and have labels with the first three letters of the author's last name on them.
	On the far wall of the Browsing Room, locate the Neumann Collection, and note how the collection is indicated on the call number labels.
	Leave the Browsing Room, and go left to the University Scholars Lounge/Putney Room. Note that the circulation books in this collection are on open shelves, and the library-use-only books are in locked cases. This room, like Third Floor North, is designated as a Quiet Study area,
	Leave the Putney Room, and locate the first three sections of regular Main Collection shelving on this floor. Note the study area along the Harrington side of the building.
	Locate the two 'drop trucks' in this study area.
	Locate the two sections of quarto (oversize) shelving.
	Locate the 'drop truck' between the quartos and the regular shelving. If you find non-Browsing room materials when doing the Browsing Room cleanup, leave them on this truck.
	Next to the quarto area, locate the Group Study Room. Patrons request the key to this room at the Circulation/Reserve Desk.
	Go past the Group Study Room and locate the fourth section of Main Collection shelving on this floor. Note the study area along the Elmwood side of the building.
	Locate the two 'drop trucks' on either end of the Elmwood side study area.
	On the interior wall adjacent to the P-PN call numbers, locate the study carrels. These have to be included in the Second Floor North pickup.
	Locate the restrooms, in the hallway back to the elevator. Patrons may ask about these.

NOW, PROCEED BACK THROUGH THE ELEVATOR HALLWAY AND TURN LEFT TO HEAD TO SECOND FLOOR, SOUTH.

	Locate the lobby bridge going over to the south building.
	Locate the photocopiers.
	Locate the Periodical 'drop trucks' kept adjacent to the copiers. You need to check these when doing the Second Floor South Pickup.
	Locate the other Periodicals shelving trucks parked along the Bound Periodicals stacks.
	Locate the three sections of Bound Periodicals shelving. Note that these are shelved in alphabetical order according to the title of the journal.
	Locate the Main Collection 'drop truck' kept in this area.
	Moving past the Bound Periodicals toward the Elmwood Avenue side of the building, locate the two sections of Main Collection shelving on this floor.
	Locate the two rows of quarto (oversize) shelving.
	Note the study area along this side, and locate the two 'drop trucks'.
	Go down to the end of the shelving area, and then go right along the interior wall. Locate the Periodicals 'drop truck' parked at the very end of the interior wall.
	Turn left and go to the back wall. Locate the corridor to the Audiographics and KSCADE classrooms.
	Down this corridor, locate the restrooms.
	Go back to the Bound Periodicals, and walk back toward the copiers. Locate the Periodicals Holdings Catalog lists. These list all the periodicals we own, and describe where they can be located.

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 2  
PAGE 7**

NOW TAKE THE STAIRS DOWN TO FIRST FLOOR, SOUTH.

	Locate the Reference Desk.
	Locate the newspapers, in the far southwestern corner. Note that the most current issues are kept in front of the bins, and the other issues are kept on shelves underneath the bins.
	Locate the Sunday newspaper rack. The most recent issues of several Sunday newspapers are kept here.
	Locate the Interlibrary Loan office, through the door next to the Sunday Newspaper rack.
	Locate the OPAC and online database terminals.
	Locate the Current Periodicals. Note that they are shelved alphabetically by title, with the most recent issue on top of each pile. Note that the Currents continue on shelves along the back wall, and that the shelves have barcodes next to the title signs. These are used whenever we're conducting periodical use studies.
	Locate the Current Periodical drop truck, and the table with the Periodical Holdings List.
	Locate the shelves for the regular Reference collection.
	Locate the Reference shelving truck, parked at the end of the Reference Desk. Reference material pickup up from tables and carrels should be left here for reshelving. (Reference materials left on top of the Reference collection shelves should be left where they are.)
	Leave the Reference area, heading across the lobby. Locate the two lobby photocopiers, and the 'drop trucks' next to them. These trucks need to be checked when doing the first floor pickup, and when reshelving current periodicals.

CONTINUE ON ACROSS THE LOBBY UNTIL YOU ARE IN FRONT OF THE CIRCULATION/RESERVE DESK.

	In the area directly across from the C/R desk, locate the New Books shelving.
	Locate the Discarded Magazine box. Older magazines are left here for patrons who need examples of advertisements or articles for their classes.

RETURN TO THE STACKS MANAGEMENT AREA.

YOU HAVE COMPLETED THE SELF-GUIDED TOUR. IF YOU HAVE ANY QUESTIONS, PLEASE NOTE THEM ON SCRAP PAPER AND ATTACH THEM TO THIS PRINTOUT. LEAVE THE COMPLETED PRINTOUT FACE DOWN IN THE COMPLETED SELF-TRAINING GUIDES BASKET ON THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S COMPLETED SELF-TRAINING GUIDES IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE ELSE'S PRIVACY!**