

**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 locate something, leave that space blank and move on to the next item or section.

FIRST FLOOR, NORTH

	Locate the table in the Stacks Management processing area.
	Note the basket of Newspaper Processing supplies: labels, staples, etc. Also, note the black stapler.
	At the far end of the table, locate the wooden divider unit. On this unit, locate the various shelving signs and tags, including blank forms for Shelving Truck ID tags and Accuracy Checklists, the box for Completed Forms, and the campus envelope for Completed Accuracy Checklists.
	Locate the Search Box, on top of the divider unit. Note that there is a card for each day of the week, and then one at the back of the box for Completed Searches.
	Behind the Search Box, note the file basket. Papers left in this basket need to be shredded, whenever someone has a few minutes left in their shift.
	Locate the wooden truck parked next to the processing table, against the wall. Any periodicals returned to Circulation, or found on Pickups, should be left here for shelving, including those from the Leisure Reading (Browsing) collection. If you are assigned to shelve either current or bound periodicals, or to do the Browsing Cleanup, check this truck for items to take and shelve.
	The truck also holds a basket for microforms that need to be shelved, and the Microform Use Study log used to record what type of microform you shelve, and how many.
	Directly above the truck, find the Stacks Management bulletin board. This board is used for posting long-term notices, which you are responsible for checking regularly. Star Shelver notices will also be posted here.
	Also on the board, locate the DAILY DUTIES CHART, which lists all the duties that must be done on a daily or weekly basis. Whenever you start one of these duties, check the appropriate box on the chart with an erasable marker.
	Opposite the Processing Table, locate the Stacks Management counter. At the end against the wall, note where the erasable marker and the erasing cloth for the Daily Duties Chart are kept.
	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 Roberta so one can be made for you.
	Note the clipboards kept at the end of the counter. These are used for shelf checking, for checking search lists, and various other projects, including the Self-Training Guides.

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	Locate the Combined Logs binder. Note there are four logs included here: Activity Log, Periodicals Shelving, Unchecked Shelving, and Pickup-In House Use. Check each type of log, and note the column headings.
	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.
	At this end of the counter, find the basket for the scanner used for the Current Periodical Use Study. There is also a notepad used to sign the scanner in and out, and forms to use if the scanner is temporarily out of order, as well as an instruction sheet.
	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.
	Locate the ADDITIONAL PROJECTS BIN. Whenever there is a special project, including Shelf Scanning and Shelf Reading, there will be a specific folder for that project in this bin. A card indicating the specific project is in a card pocket on the front of each folder. Look inside one of the active folders, and note the instruction sheets and log sheets.
	On the other side of the counter, note the shelves used for Main Collection Overflow. Books that could not be shelved in the correct location in the Stacks, due to overcrowded shelves, are left here until spot-shifting can be done to make room for them in the proper location upstairs. Note that the books should be kept in proper call number order. Check here whenever you are Searching or Shelf Checking.
	Locate the wooden shelf unit just outside the processing area. On the top shelf, there is an area labeled READY TO GO ONTO STAGING . When doing the Pickups, after you have counted the items you collected, any items on this shelf should be added to your truck and taken up to be placed on the Staging Shelves. There is also an area on the top shelf labeled LOST/MISSING ; this is for any missing or problem books you find when you are doing the Search Box, and for any badly mis-shelved items you find when doing Cleanup or Shelf Scanning – be sure to insert the appropriate search slip, or a note clearly identifying where a mis-shelved item was found.
	Behind the Stacks Management area, locate the 'corral' area for parking empty book trucks.
	Next to the book truck 'corral', locate the office of the Head of Circulation Services. Crystal Buss is currently the temporary Head of Circulation Services.
	Just past this office, locate the break room and the coat racks. There is a door here out of the Circulation Services area; this door is locked from the outside, so it can be used for exiting the area, but not for entering it.

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	Locate the storage area for copier paper. Note there are boxes of both 8 ½ X 11" paper, and 8 ½ X 14" paper.
	Just past the dividers around the copier paper, there are three black storage cabinets. The first one contains coffee supplies, for the last week of a regular semester when the library offers 24-hour study. The second one is for toner and similar supplies, and the third one is for general supplies.
	Next to the third supply cabinet is a sink and accompanying counter, with its own storage cabinets. Locate the cabinet used to store paper copies of the Oshkosh Northwestern and Milwaukee Journal Sentinel until we receive the corresponding microfilm.
	In the center of the room, first note the space used for full book trucks ready to be shelved. Check the ID tags in the pockets of each truck, and the laminated 'Date Processed' and 'Double Checkin' tags. Note the use of PROCESSED AND READY TO SHELVING SIGNS.
	Note the large conference table in the center of the area, which is used for staff meetings and also for training sessions.
	Next to the Stacks Management processing area, locate the staff work cubicle. If you need to leave me a message, either leave it on the computer monitor, or on the center of the desk pad. Finally, note the card pocket on the outside of the divider indicating where I am at any particular time.
	Against the interior wall, there is another storage cabinet. This is for Stacks Management supplies. Inside, locate the extra bookends, and the withdrawn magazines.
	Next to this cabinet, there is a counter holding a paper cutter and a laminator. This is the Mail Center; beneath the counter, there are shelves holding envelopes and other supplies used largely by Circulation staff.
	On the outside wall, locate the two outdoor book drops. The first one is used for the two newspapers that are delivered directly to the library, the Oshkosh Northwestern (2 copies) and the Appleton Post Crescent. The second one is used for returning checked-out materials.
	Locate the staff-only exit. This door is kept locked from the outside, but you can use it if necessary for leaving the library.
	Past this exit, locate the two double rows of shelving used for Staging. These are all books that have been checked in once and organized in call number order. Note the range finder tags on the ends of the rows, indicating what call numbers are shelved on that row. Three single rows are used for Main Collection; the remaining single row is for Leisure Reading (Browsing), Quartos (oversize), and EMC. Whenever there are sufficient books from a particular area, you could be instructed by staff to organize a book truck, to be processed for re-shelving.
	Against the wall, under the windows, locate the staff mail slots.
	Just past the mail slots are two staff work areas. The first one is for the student supervisor; next to his desk is the work area used by the evening supervisor.
	Beyond these two desks is the Checkout/Reserve area. Locate the shelves for the Reserve collection, and note the various book trucks, for Universal Borrowing, materials to be checked in, and materials to go onto staging. Also, there is a section of storage cabinets, and just beyond the gate, there is a book drop for returned items.
	Locate all three computer terminals set up in the Checkout/Reserve area.
	Locate the lower section of the counter, which is set up to provide access for disabled patrons.

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	Take a look at the remaining corner of Checkout/Reserve. There are a number of places for specific items: checkout bags for laptop computers, the storage/recharge unit for the laptops, the Circulation Student daily assignment sheet, log books, manuals, and shelving units for items On Hold for various patrons (including Universal Borrowing and Interlibrary Loan materials). More detailed training for the entire Checkout/Reserve Desk area will be provided when you are assigned to work at Circulation.
	Behind this area of the Checkout/Reserve Desk is Mary Luebke's work area. Directly behind her desk locate the Checkin/Double Checkin area, including a terminal to use for checkin and also for updating your Kronos attendance records.
	You should now be back at the end of the Staging Shelves. Locate the podium and the bulletin board used for Student Employees – take a minute to survey what is posted on the bulletin board, and what forms and other information is stored on the podium.
	Beyond the podium is the Reserve processing unit. This includes a terminal, a scanner, various logs and record books, and a working counter with file cabinets, all used for various elements of handling the Reserve collection.
	Facing the Reserve processing unit are three storage cabinets. The last cabinet includes shelves for 'Problem' items: Exceptional Returns, damaged materials, Cataloging Review items. Etc. You will be more closely introduced to this cabinet when working for Circulation/Reserve.

You are now at the North Door out of the Circulation/Stacks Management area. Through this door, is a large room with AV equipment, microform cabinets, and study tables.

	To your right, against the wall, locate the microform cabinets for Newspapers on Microfilm, and the cabinet for the Kraus Collection of curriculum guides on microfiche. Note the black 'drop boxes' on top of the cabinets, where patrons are supposed to leave microforms after using them. When you are shelving microforms, be sure to empty these boxes.
	Take a closer look at 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 collection. NO OTHER microfiche should be filed in this cabinet.
	Down a little further, opposite the microform cabinets, locate the row of audiovisual equipment, beginning with the microfilm reader/printers. When shelving microforms, be sure to check around the printers. There is also equipment for viewing or listening to DVDs, videos, etc..

You are now in the Educational Materials Collection (EMC). Although we do not regularly shelve 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.

	Past the audiovisual equipment is a study area, with several tables. When doing the pickups, check these tables for any library materials.
	At the end of the study area, locate the EMC Current Periodical collection, and the single row of EMC Reference shelving.

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	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, followed by the Textbooks themselves. Note how the LC call numbers on the textbooks are composed to keep all books in a set together. Past this section of shelving, locate the Group Media Viewing Area.
	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, turn and go all the way to the wall with the fire door. Past the fire door, locate the Nonfiction collection. Note that this collection is organized using the Dewey Decimal call number system, not the Library of Congress system used for textbooks and the audiovisual collection.
	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 two 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 someone asks you for help, refer them to the EMC service desk, or to the Circulation Desk.
	Moving back toward Access Services, locate the Music Collection, on shelves against the wall. These CDs are organized numerically, with labels on the front of each one, and they are kept in security cases. Note that the collection actually wraps around the corner.

Go back toward the Access Services door. Ahead of you is the elevator corridor. Take the elevator up to Third Floor, North.

	After you leave the elevator, locate the restrooms to your right; patrons may ask you where these are.
	Immediately 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.

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	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 designate 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.

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.
	Down past the office, locate the Leisure Reading Room (Browsing collection). Just outside the room, locate the A-frame unit used to display new books.
	There is an interior wall straight ahead as you enter the room. On the far side of this wall, locate the shelving units that house the Leisure Reading periodicals, and the Games collection.
	On the south side of the room, locate the general fiction collection. Note that these books are organized alphabetically by author, with call number labels giving the first three letters of the author's last name. Find the 'drop truck, parked at the end of one row of fiction.
	Locate the Leisure Reading quartos, shelved on top of the last unit of shelving in Fiction.
	On the north side of the room, locate the nonfiction collection, organized by the Library of Congress call number system.

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	Leave Leisure Reading, and go left to the University Scholars Lounge/Putney Room. This room is designated as a Quiet Study area. The collection that used to be housed on the shelves in this room has been relocated. Refer any questions about this to the Reference Desk or to Government Documents. Any other library materials left on the study tables here should be collected during pickups or the Leisure Reading/Browsing Collection cleanup.
	Leave the lounge, 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 '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. Non-Leisure Reading materials found during the cleanup should be left on this truck.
	Next to the quarto area, locate the Group Study Room. Patrons request the key to this room at the Circulation 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 'drop trucks' in this study area.
	On the interior wall adjacent to the P-PN call numbers, locate the study carrels. These should 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 photocopier.
	Locate the Periodical 'drop trucks' kept adjacent to the copier. 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 quarto (oversize) shelving.
	Note the study area along this side, and locate the '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.

Now take the stairs down to First Floor, South. This area is called Polk 101.

	Locate the Reference desk in the center of the room, and note that the computer printers are located immediately behind the Reference counter.
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	There is a 'drop truck' near the Reference desk. All Reference items found during Pickup should be left here, to be counted and shelved by Reference staff.
	Note all the various study areas, and the computer cubicles. Move toward the rear of the room. When you do the First Floor pickup, check all these areas.
	Locate the shelving area in the southwestern corner. On the first row, note the collection of telephone directories, and then the newspapers, which are organized in alphabetical order. Note that for each title, there are piles for the Previous Month and the Current Month. Some titles also have separate piles for the first half and the second half of the month. The piles should all be in reverse chronological order, with the most recent on top.
	Locate the Current Periodicals which start about halfway down the first row of shelving and take up the rest of the area. Note that they are organized alphabetically by title, and then in reverse chronological order, with the most recent issue on top of each pile.
	Locate the Interlibrary Loan office, just past the shelving area.
	Locate the 'drop truck' kept in the Current Periodicals area.
	In the southeastern corner of the room, locate the Reference Collection, shelved in Library of Congress call number order.
	Leave Polk 101, 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 shelving current periodicals.
	Locate the two shelving units in the seating area. These are for the New Books displays.

Continue on across the lobby until you are in front of the Circulation/Reserve Desk.

	Against the far wall, locate the Discarded Magazine box. Older magazines are left here for patrons who need examples of advertisements or articles for their classes.
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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 under 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!**