

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 3/B
CATEGORY: DAILY DUTIES
TITLE: PICKUP
AREA: SECOND FLOOR, SOUTH**

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED: ONE EMPTY FLAT-SHELVED BOOKTRUCK, ONE PEN OR PENCIL, AND ONE PIECE OF SCRAP PAPER.

STEP ONE: Sign in, in the Activity Log. Your activity is PICKUP, the area is SECOND SOUTH.

STEP TWO: If this is your first pickup, review *SECTION IX* in the Stacks Management Student Employee Manual (Pickups). When you are ready, use the erasable pen from the white Notice Board to check the box for SECOND SOUTH PICKUP on the Daily Duties Chart.

STEP THREE: Load all the Bound Periodicals that have been left on the wooden truck in the Newspaper Processing area onto the flat-shelved book truck. Then, take the book truck up to Second Floor South. This section includes the Bound Periodicals and Main Collection call number sections A - E.

Collect all library materials left lying loose outside of the stacks areas on Second South. Check all the study tables and carrels around the outer edge of the stacks areas, including the western edge of the bound Periodicals (against the windows). Check the tops of the quarto shelves, all the Drop Trucks, the photocopiers, and the areas around the copiers.

Load all regular and quarto (oversize) Main Collection items, Browsing, Putney and Neumann books, Government Documents, EMC items, reference books, and current periodicals onto your truck. Bound Periodicals left on the Periodicals shelving trucks can stay there, but pick up any Bound Periodicals left on the Drop Trucks around the photocopiers.

Take all the Bound Periodicals and load them onto Periodical shelving trucks. Fill only the top two shelves of each truck. For the purpose of this Self-Training Guide ONLY, count the number of bound periodicals you collected. How many Bound Periodicals were there?

_____ (Normally, periodicals are not counted when doing pickups.)

STEP FOUR: Bring your loaded truck downstairs to the Stacks Management area. Sort all the materials you have collected by the collection into which they belong. Load the current periodicals onto the wooden truck in the Newspaper Processing Area. For the purpose of this Self-Training Guide ONLY, how many current periodicals did you pick up? _____ (Normally, periodicals are not counted when doing pickups.)

Check inside the front cover of any reference items you picked up to verify that they have not been removed from reference. Items that are no longer reference books will have the DO NOT REMOVE sticker crossed off; these should be treated as regular Main Collection items. Books that are legitimate reference items should be counted and left in the Reference Materials drop point in Circulation/Reserve. How many legitimate reference books did you collect? _____

Count the Government Documents you picked up, and leave them in the appropriate drop point. How many documents did you collect? _____

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Count the Browsing, Putney, and Neumann books you picked up, and shelve them appropriately onto the Staging Shelf unit. How many of these items did you collect?_____

Count all the EMC items you collected. How many were there?_____

Count all the Main Collection items you collected, including quartos. How many were there?_____

Place the EMC items back onto the truck. Then, organize the Main Collection items into call number order on the truck, and take it up to the Staging area. Shelve all the items onto the appropriate Staging shelves.

Count any newspapers you collected, and leave them on the wooden truck at the end of the Newspaper Processing table. How many newspapers did you collect ?_____

STEP FIVE: Record all your counts (except periodicals and newspapers) in the PICKUP/IN HOUSE USE LOG in the Combined Logs binder. Be careful to note the correct counts in each column, as designated.

YOU HAVE COMPLETED THE SECOND FLOOR SOUTH PICKUP. IF YOU HAVE ANY SPECIFIC QUESTIONS, PLEASE LIST THEM ON THE REVERSE SIDE OF THIS PRINTOUT. LEAVE THE COMPLETED PRINTOUT FACE-DOWN IN THE BASKET LABELLED SELF-TRAINING GUIDES UNDER THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S SELF-TRAINING GUIDE IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S PRIVACY!**