

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 3/C  
CATEGORY: DAILY DUTIES  
TITLE: PICKUP  
AREA: SECOND NORTH**

|         |  |
|---------|--|
| STUDENT |  |
| DATE    |  |

FOR THIS TASK, YOU WILL NEED: one empty 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 NORTH.

STEP TWO: If this is your first pickup, review *SECTION TEN* in the Stacks Management Student Employee Manual (Pickups). When you are ready, check the box for SECOND FLOOR NORTH PICKUP on the Daily Duties Chart.

STEP THREE: Take the book truck up to Second Floor North. Collect all library materials lying around loose outside of the stacks.

Start with the tables directly across from the Library Office, and collect any loose library materials there. Proceed on toward the Harrington side of the building.

Check all the study carrels, chairs, and Drop Trucks. Move straight ahead until you reach the wall and then turn right and proceed down the Harrington side study area, checking all the tables, carrels, and Drop Trucks until you reach the study section at the end of the Main Collection stacks. Turn right again, and proceed into the study area on the Elmwood side of the building, checking all the tables, carrels, and Drop Trucks there. When you reach the wall at the end of this area, turn right again, going through the end of the stacks until you reach the study carrels against the inner wall. Check each of these carrels, and then go up past the Group Study room toward the quarto (oversize) section.

In the quarto area, again check all the tables, carrels (including the study alcoves just past the classroom), and the tops of the shelving units. Collect all loose library materials.

STEP FOUR: Take the book truck across to the Bound Periodicals area on Second South. Take all the bound periodicals you collected off your truck, and organize them onto a periodical shelving truck. For the purpose of this Self-Training Guide, how many bound periodicals did you pick up? \_\_\_\_\_(Normally, periodicals are not counted when doing pickups.)

**IF YOU ARE NOT DOING ANY OTHER PICKUPS TODAY, PROCEED TO STEP FIVE.  
IF YOU HAVE BEEN INSTRUCTED TO DO ANOTHER PICKUP, PROCEED TO STEP THREE OF THE SELF-TRAINING GUIDE FOR THE NEXT PICKUP.**

STEP FIVE: Now go back across the bridge to the elevator, and take the book truck downstairs to the Stacks Management area. Sort the materials according to the collection they belong to. Leave all the current periodicals you collected on the wooden truck in the Processing area. For the purpose of this Self-Training Guide, how many current periodicals did you collect? \_\_\_\_\_(Normally, periodicals are not counted when doing Pickups.)

Count all the newspapers you collected and leave them on the wooden truck next to the

Newspaper Processing tables. How many newspapers did you collect? \_\_\_\_\_

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Take all the Leisure Reading (Browsing Room) books you collected, count them, and shelve them onto Staging. How many did you collect? \_\_\_\_\_

Take all the Government Documents and Reference items you collected, count them, and then distribute them to the proper drop points at Checkout/Reserve. How many documents did you collect? \_\_\_\_\_ How many Reference? \_\_\_\_\_

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, in shelving order. Then, organize the regular Main Collection items into call number order on the truck, take the truck up to the Staging area. If time permits, shelve all the materials onto the appropriate Staging Shelves; otherwise, place a READY TO GO ONTO STAGING sign on the truck, and leave it in the Staging area.

STEP SIX: Record all your counts into the appropriate columns in the PICKUP LOG in the Combined Logs binder.

YOU HAVE NOW COMPLETED THE SECOND FLOOR NORTH 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 labeled SELF-TRAINING GUIDES on the shelf in the Stacks Management counter. **READING ANYONE ELSE'S COMPLETED SELF-TRAINING GUIDES IN STRICTLY FORBIDDEN AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S PRIVACY!**