

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 4/A
CATEGORY: DAILY DUTIES
TITLE: BOOKDROP NEWSPAPERS
AREA: NEWSPAPERS**

STUDENT	
DATE	

THE OSHKOSH NORTHWESTERN IS DELIVERED TO THE LIBRARY EACH MORNING, VIA SPECIAL OUTDOOR BOOKDROPS ON THE SOUTH WALL, NEAR THE FIRE DOOR, BEFORE 8:00 AM. THESE NEED TO BE PROCESSED BEFORE THEY ARE PUT OUT FOR PATRON USE IN THE NEWSPAPER AREA IN REFERENCE.

STEP ONE: Sign in, in the Activity Log. Both the activity and the area are NEWSPAPERS.

STEP TWO: Review *SECTION X* in the Stacks Management Student Employee Manual (Newspapers). When you are ready, use the erasable pen from the white Notice Board to check the box for BKDROP NEWSPAPERS on the Daily Duties Chart.

STEP THREE: We receive multiple copies of this newspaper. How many copies did we receive today?

We normally receive 7 Northwesterns everyday Monday through Saturday, and 4 on Sunday. Notify me if there is a discrepancy between what we received and what we are supposed to receive; if I'm not available, notify one of the Circulation/Reserve staff people.

STEP FOUR: The library keeps 2 Northwesterns. All other copies go to the News Bureau; there is a labeled drawer located in the Circulation/Reserve counter, in the area that extends into the lobby, specifically for the News Bureau's papers. If we get any copies of the Appleton Post-Crescent, these should go to the News Bureau. We get first pick of the Northwesterns; if an insufficient number of papers was delivered, we take our copies first and give the News Bureau what's left, but the discrepancy must be reported either to me or to the Circulation/Reserve Desk

STEP FIVE: Once you have distributed the papers for the News Bureau, take the remaining papers to the worktables; all the supplies you need should be there. First, verify that all the sections of each paper are there, and in proper order. Then, place one of the FORREST R. POLK LIBRARY stickers in the upper right hand corner of the front page, being careful not to obscure any printing or headline. How many sections were there in today's Northwestern? _____

Next, using the appropriate stapler for the thickness of the paper, staple each paper twice in the upper left hand corner, one staple directly beneath the other, approximately 1/2 inch in from the left side. (Usually, the regular stapler is adequate for the Northwestern.) The top staple should be about one inch down from the top, and the other immediately below it.

Finally, record the number of papers you have processed (2) in the NEWSPAPER PROCESSING LOG in the Combined Logs binder.

STEP SIX: Take the library's copies of the papers over to the Reference area. In the far southwestern corner are the bins for the newspapers. The most recent issue goes beneath the black elastic band on the front of the correctly labeled bin; the others go on the shelves underneath the bin, organized so that the oldest date is on the bottom.

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To process the Sunday Northwestern, see Self-Training Guide 4/C.

Did you find the newspaper corner in Reference on First Floor South?_____

Did you find the correct bin for the Oshkosh Northwestern?_____

YOU HAVE NOW COMPLETED THE BOOKDROP NEWSPAPERS. IF YOU HAVE ANY SPECIFIC QUESTIONS, PLEASE LIST THEM ON THE REVERSE SIDE OF THIS PRINTOUT. LEAVE THE COMPLETED PRINTOUT FACEDOWN IN THE BASKET LABELLED SELF-TRAINING GUIDES ON THE SHELVES ON THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S SELF-TRAINING GUIDES IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE'S PRIVACY!**