

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

STUDENT	
DATE	

OTHER THAN THE TWO NEWSPAPERS THAT ARE DELIVERED TO THE LIBRARY VIA THE OUTDOOR BOOKDROP, ALL OUR PAPERS ARE DELIVERED BY MAIL. THESE ARE USUALLY READY TO BE PICKED UP AROUND 10:00, EXCEPT FOR MONDAY MORNING WHEN YOU SHOULD WAIT AT LEAST UNTIL 10:30.

FOR THIS TASK, YOU WILL NEED: ONE FLATSHELVED TRUCK.

STEP ONE: Log 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 MAILED NEWSPAPERS on the Daily Duties Chart.

STEP THREE: Take the flatshelved truck over to Technical Services, behind the Reference area on First Floor South. The Periodicals/Bindery Office is the glassed-in area in the center of Technical Services, between Cataloging and Acquisitions.

The papers are kept on the top shelf of the unit directly to your right as you enter the office. There may also be new microforms there; sometimes these have been collected in a box, and it is okay to bring them over to Stacks Management in that box as long as you remember to return the empty box to the Periodicals Office once you have transferred the microforms to the appropriately labeled box in the Processing Area. If there are no papers there, ask for Pam, and find out whether the papers have arrived and been checked in yet, and, if not, when she expects them to be. How many papers were there this morning? \_\_\_\_\_

Periodicals for the EMC and for the Browsing Room are also left with these newspapers, and should be brought over to Stacks Management. (The newspaper USA Today is a Browsing Room periodical, and should not be counted with the regular newspapers but with the Browsing periodicals.)

STEP FOUR: Now bring the truck back over to the Stacks Management worktables. All the supplies you need should all be there. Leave new microforms in the box at the end of the worktable. How many did you have? \_\_\_\_\_ EMC and Browsing periodicals should be left on the wooden table at the other end of the worktable. How many were there this morning? \_\_\_\_\_

STEP FIVE: For each paper, verify that all the sections are there, and are in proper order. (Note: Some of the papers only have one section.)

STEP SIX: As you verify that all the sections are in proper order, remove any advertisements (except for "special advertising sections" that also have stories in them, which should be kept with the newspaper) and drop the ads into the recycling box under the table. Keep magazines that have been inserted into the papers, like Parade, Wisconsin, and Chicago Times Magazine. DO NOT keep TV guide sections that only include TV listings.

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If you have the Sunday edition of any of the newspapers listed below, put them aside and use SELF-TRAINING GUIDE 4/C to process them:

APPLETON POST CRESCENT  
CAPITOL TIMES (the Weekend edition, covering both Saturday and Sunday)  
CHICAGO TRIBUNE  
FOND DU LAC REPORTER  
GREEN BAY PRESS GAZETTE  
MILWAUKEE JOURNAL SENTINEL  
NEW YORK TIMES  
WASHINGTON POST  
WISCONSIN STATE JOURNAL

STEP SEVEN: Newspapers should be stapled before they are put out on the newspaper shelving. There are two primary staplers; use the one most appropriate for the thickness of the paper you are processing, and staple each paper twice, in the upper left hand corner, vertically with one staple directly beneath the other. For a newspaper like the Christian Science Monitor that is only one section, use staple it once. For a thicker paper, use the large black heavy duty stapler and staple it twice. For a 'newspaper' that is actually in magazine format, like Variety or Sporting News, don't staple it.

Count the number of daily newspapers you processed. How many were there?\_\_\_\_\_.  
Record this number in the NEWSPAPER PROCESSING LOG in the Combined Logs binder.

STEP EIGHT: Organize these papers alphabetically, and take them over to the Newspaper area in Reference for shelving. The newspapers, except for certain Sunday editions, are kept on shelving equipped with a front 'bin'. The most recent issue should go on the outside of the bin; use the black elastic band to hold the paper up. All other papers should be neatly piled on the shelves underneath the bins, in chronological order with the most recent date on top and the oldest date on the bottom.

STEP TEN: Straighten the newspaper area as you work. Keep track of how many other newspapers you pick up and reshelv, to be recorded in the PICKUP/IN HOUSE USE LOG in the Combined Logs binder. How many newspapers did you pick up and reshelv today?\_\_\_\_\_ Bring the truck back over to the Stacks Management area.

YOU HAVE NOW FINISHED THE MAILED NEWSPAPERS. 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 ON THE SHELVES BENEATH THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S TRAINING GUIDES IS STRICTLY FORBIDDEN AND IS GROUND FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE'S PRIVACY!**