

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 4/C
CATEGORY: DAILY DUTIES
TITLE: CURRENT SUNDAY NEWSPAPERS
AREA: NEWSPAPERS**

STUDENT	
DATE	

THERE ARE SEVERAL SUNDAY PAPERS WHICH RECEIVE DIFFERENT TREATMENT THAN THE MONDAY-SATURDAY DAILY EDITIONS GET. THESE PAPERS ARE: APPLETON POST-CRESCENT, CAPITOL TIMES, CHICAGO TRIBUNE, FOND DU LAC REPORTER, GREEN BAY PRESS-GAZETTE, MILWAUKEE JOURNAL SENTINEL, NEW YORK TIMES, OSHKOSH NORTHWESTERN, AND WASHINGTON POST.

STEP ONE: You should already be signed in, in the Activity Log, with both the activity and the area as NEWSPAPERS.

STEP TWO: Process the regular daily papers first, and then go to work on the Sunday papers.

STEP THREE: Once you have finished the regular daily papers, sort each Sunday paper to put the sections in proper order. Remove and recycle any sections that are entirely advertisements or coupons, and the TV listings, but keep magazine inserts like Parade or Chicago Tribune Magazine. It is not necessary to use a FORREST R POLK LIBRARY sticker on any of the Mailed Sunday newspapers, just on the Sunday Oshkosh Northwestern.

STEP FOUR: Using the appropriate stapler, staple each newspaper twice in the upper left hand corner; if the paper is too thick even for the heavy-duty stapler, like the New York Times or Chicago Tribune, do it in two or three sections. Take the stapled newspapers over to the Newspaper section in Reference. In the Sunday newspaper rack, there should be laminated signs in each labeled slot; remove the signs for the papers you are shelving, and place the newspapers there instead. Return the signs to the newspaper processing area.

How many Sunday papers did you process? _____ Record this number in the NEWSPAPER PROCESSING LOG in the Combined Logs binder on the Stacks Management counter.

YOU HAVE COMPLETED THE NEW SUNDAY 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 UNDER THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S TRAINING GUIDES IS STRICTLY FORBIDDEN AND IS GROUNDS FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE'S PRIVACY!**