

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

STUDENT	
DATE	

EVERY WEEK, ON FRIDAY AFTERNOON, THE PREVIOUS SUNDAY NEWSPAPER NEED TO BE REMOVED FROM THE SUNDAY NEWSPAPER RACKS TO BE REPLACED WITH THE LAMINATED YELLOW SIGNS UNTIL THE CURRENT SUNDAY ISSUES ARRIVE.

FOR THIS ASSIGNMENT, YOU WILL NEED: THE LAMINATED YELLOW SIGNS FROM THE NEWSPAPER PROCESSING AREA.

STEP ONE: Sign in, in the Activity Log. Your activity is PREVIOUS SUNDAY PAPERS, the area is NEWSPAPERS.

STEP TWO: Use the erasable pen from the white Notice Board to check the appropriate box on the Daily Duties Chart. Remember, this duty is only scheduled for Friday, so the box will be in the Friday column.

STEP THREE: Take the laminated yellow signs over to the Newspaper area in Reference. Retrieve the newspapers currently in the rack, and replace them with the appropriate signs.

STEP FOUR: Place the newspapers in correct chronological order on the shelves under the appropriate bins with the regular daily newspapers. Return the truck to Stacks Management.

YOU HAVE COMPLETED THE PREVIOUS SUNDAY NEWSPAPERS. IF YOU HAVE ANY SPECIFIC QUESTIONS, PLEASE LIST THEM ON A PIECE OF SCRAP PAPER AND ATTACH THEM TO THIS PRINTOUT. LEAVE THE PRINTOUT FACE-DOWN IN THE BASKET LABELED SELF-TRAINING GUIDES ON A SHELF OF THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S TRAINING GUIDES IS STRICTLY FORBIDDEN AND IS GROUNDS FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE'S PRIVACY!**