

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 4/E
CATEGORY: SPECIAL
TITLE: END OF THE MONTH NEWSPAPERS
AREA: NEWSPAPERS**

STUDENT	
DATE	

AT THE BEGINNING OF EACH MONTH, THE NEWSPAPER COLLECTION IS WEEKED. OLDER ISSUES ARE TAKEN TO THE LOADING DOCK FOR RECYCLING, AND ROOM IS MADE FOR THE NEW MONTH'S ISSUES.

FOR THIS ASSIGNMENT, YOU WILL NEED: A FLAT-SHELVED BOOKTRUCK, AND THE SPECIAL INSTRUCTION SHEET.

STEP ONE: For those newspapers that we also get on microfilm, we keep the older paper copies until the microfilm arrives, usually an extra month or two. These paper copies are kept on the shelves in the cabinet underneath the sink. Your instruction sheet will tell you which of these to remove from the cabinets. Stack them on the book truck, and take them to the Loading Dock in Technical Services (go to the Interlibrary Loan office, proceed all the way to the wall and turn left, take this hallway all the way to the Loading Dock, a large room with a cement floor and double doors to the outside. Prop the outside door open so you don't get locked out of the building, and throw the newspapers into the Paper Recycling Bin in the parking lot outside.

STEP TWO: Take the truck over to the Newspaper area in Reference. For most of the newspapers, we only keep issues from the immediately previous month. So, starting with the first title, remove all issues from the second oldest month from the shelves under the newspaper bins, skipping these titles:

- Christian Science Monitor
- Taiwan Journal (previously titled Free China Journal and Taipei Journal)
- Milwaukee Journal Sentinel
- Oshkosh Northwestern
- Wall Street Journal

EXAMPLE:

1. At the beginning of April, remove all the February issues from the bins, and move the March issues from "Current Month" to "Previous Month".
2. Make sure that you are taking ALL of the second oldest month's papers.
3. Make sure you are NOT taking any of the immediately previous month.
4. Carefully stack the papers you are removing onto the truck.
5. When the truck is full, take it to the Loading Dock in Technical Services.
6. Empty the newspapers from the truck into the paper recycling bin in the parking lot outside the Loading Dock. (Prop the door open, as it locks automatically.)
7. Continue doing this until you have cleared out all the older papers.
8. Move the remaining papers from the "Current Month" to "Previous Month".
9. Note that some papers are so large that they require two bins; one will be labeled for the current month and the other for the previous month, with the shelves underneath labeled for "Days 1-15" and "Days 16-31". This refers to the days of each month.
10. When you reach the NEW YORK TIMES, you will usually find that the Previous Month has already been cleared out; all you need to do is move the Current Month to the Previous Month location.

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STEP THREE: Now take the truck back to the Newspaper area, and go to the bin for MILWAUKEE JOURNAL SENTINEL. We get two copies of both this paper and the OSHKOSH NORTHWESTERN every day, but we only keep the second copy for one month. Sort through the MIWAUKEE JOURNAL SENTINELS under "Current Month" and make sure we have one copy for each day of the month. Pile the second copies on the truck. Do the same thing for the OSHKOSH NORTHWESTERN. Take these to the Loading Dock and recycle them.

STEP FOUR: Return to the Newspaper area. Refer to the list of specific titles you were given in STEP TWO, and remove all issues under "Previous Month", stacking them onto the truck. As you go, move those issues under "Current Month" into the "Previous Month" location. Bring the truck over to Stacks Management. Leave the TAIWAN JOURNAL (Free China Journal/Taipei Journal) on my desk. Stack the others on the shelves in the cabinets under the sink.

YOU HAVE COMPLETED THE END OF THE MONTH NEWSPAPERS. IF YOU HAVE ANY SPECIFIC QUESTIONS, LIST THEM ON THE REVERSE SIDE OF THIS PRINTOUT. LEAVE THE PRINTOUT FACE-DOWN IN THE SELF-TRAINING GUIDE BASKET ON A SHELF OF THE STACKS MANAGEMENT COUNTER. THE SPECIAL INSTRUCTION SHEET CAN BE RECYCLED. **READING ANYONE ELSE'S COMPLETED SELF-TRAINING GUIDES IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE'S PRIVACY!**