

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 5/A  
CATEGORY: DAILY DUTIES  
TITLE: AM CURRENTS  
AREA: FIRST FLOOR SOUTH**

STUDENT	
DATE	

NOTE: THIS TASK SHOULD BE DONE BEFORE 11:30 am.

FOR THIS TASK, YOU WILL NEED: AN EMPTY FLAT-SHELVED BOOKTRUCK.

STEP ONE: Sign in, in the Activity Log. The Activity is AM CURRENTS, the area is CURRENTS.

STEP TWO: Review *SECTION VII* of the Stacks Management Student Employee manual (Shelving Periodicals). When you are ready, use the erasable pen from the white Notice Board to check the box for AM CURRENTS on the Daily Duties Chart.

STEP THREE: Collect all the main collection current periodicals from the wooden drop truck next to the worktables. (DO NOT include any periodicals from the Browsing Room or the EMC, or any Bound Periodicals.) How many were there? \_\_\_\_\_ Also collect any Main Collection newspapers from this truck. How many were there? \_\_\_\_\_

STEP FOUR: Put the currents and newspapers you took from the drop truck onto your truck. Use the door to the elevator hallway, and go out past the Circulation/Reserve Desk on through the lobby. Check the drop trucks around the lobby photocopiers and collect any current periodicals left there. How many did you collect? \_\_\_\_\_

Keep on going into the Reference area. Check the drop truck near the utility table, and all the adjacent tables. Collect all current periodicals you find. How many did you collect? \_\_\_\_\_

Also collect any newspapers you find in Reference, and count and reshelve them, along with any newspapers you took from the truck in Stacks Management. How many newspapers did you collect and reshelve? \_\_\_\_\_

STEP FIVE: Using the book truck, utility table or an empty study table in Reference, organize the current periodicals you have collected into alphabetical order by title, and then organize each title in chronological order.

Pay close attention to the title. The actual first word of the title is not always obvious. For example, the words "Gerontological Nursing" are the largest words on the cover of one magazine, but the full title is "Journal of Gerontological Nursing, and it will be filed under that title. Usually, the Technical Services staff will underline the first title word to use for most of these journals.

STEP SIX: Count the total number of current periodicals you have collected and organized. How many are there? \_\_\_\_\_ Load them back onto your truck and reshelve them. Each shelf in the Current Periodicals section is labeled with the titles that belong on that shelf.

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 5/A  
PAGE 2**

The magazines should be shelved in neat piles, in chronological order, with the oldest date on the bottom and the most recent on the top. As you shelve, straighten out the piles of each title you are reshelving. If a particular title has been heavily used and therefore looks messed up, take the time to reorganize the piles into proper order.

STEP SEVEN: Bring the empty truck back to the Stacks Management area. Record the total number of current periodicals and newspapers you shelved in the PERIODICALS SHELVING LOG in the Combined Lobs binder.

FINAL NOTE: If you can't find a shelf labeled for a particular title, check the Periodical Holdings Catalog list. The journal may be filed under a different title. For example, "Journal of the American Cat Lovers Association" may be shelved as "American Cat Lovers Association Journal". Also, the Holdings list will tell you if that journal is actually from Government Documents, EMC, or Reference, in which case it should be routed to the appropriate drop point in the Circulation/Reserve Area.

YOU HAVE NOW FINISHED THE MORNING (AM) CURRENTS. IF YOU HAVE ANY SPECIFIC QUESTIONS, PLEASE LIST THEM ON THE REVERSE SIDE OF THIS PRINTOUT. THE COMPLETED PRINTOUT SHOULD BE PLACED FACEDOWN IN THE BASKET LABELLED SELF-TRAINING GUIDES, LOCATED ON THE SHELVES BELOW THE STACKS MANAGEMENT COUNTER.

**READING ANYONE ELSE'S COMPLETED TRAINING GUIDES IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE'S PRIVACY!**