

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 6/A
CATEGORY: DAILY DUTIES
TITLE: MAIN COLLECTION CLEANUP
AREA: VARIES**

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED: one pen or pencil, and one piece of scrap paper.

STEP ONE: Sign in, in the Activity Log. Your activity is CLEANUP. For area, see Step Three.

STEP TWO: Review *SECTION TWELVE* in the Stacks Management Student Employee Manual (Cleanups). When you are ready, go to the Daily Duties Chart.

STEP THREE: The Main Collection area to be cleaned up varies from day to day. Check the Daily Duties Chart, in the column for the previous day, and if the appropriate box was not checked off, proceed to work in the area specified for that day. Otherwise, check the box for today's cleanup, and work in the area specified for today. Indicate the correct area in the Activity Log. What day of the week is it? _____ Was the Main Collection Cleanup for the previous day completed? _____ What area will you be working in? _____

STEP FOUR: Proceed upstairs to the appropriate area in the Main Collection. What is the range finder for the first row you will be working on? _____
(The range finder is the card telling you the first and last call numbers that are shelved in each row of shelving.)

STEP FIVE: Carefully check each row in the designated area. Push all bookends into the proper upright position. Shelf any books left lying loose on the ends of the shelves, on top of other books, on the floor or on footstools, anywhere within the stacks area itself. (In certain areas, some shelves are so crowded that there may not be room for more books. Items found on top of books on such shelves should be brought downstairs and shelved on the Overflow Shelves in Stacks Management.) If you find a book that is badly out of place (a row or more from its proper position) DO NOT shelve it. Put it aside, and bring it down with you; leave such items on the wooden shelf unit outside the divider, with a note for me indicating where it was found, so it can be checked through the library database. It may be on the MISSING list or still checked out to a patron. Did you find any books that were badly out of place? _____ How many? .

STEP SIX: Also collect any periodicals, reference, EMC, government documents, or Leisure Reading items that you find on the shelves, the floor, footstools, etc., in the main stacks. Bring these items downstairs and distribute them to the appropriate drop points or staging shelves in the Circulation area.

NOTE: You do not have to count anything during Cleanup. Simply shelve the books left close to their proper place, bring down any books a row or more out of place, and retrieve items from the other collections and distribute them properly.

YOU HAVE NOW FINISHED YOUR SCHEDULED CLEANUP. If you have any specific questions, please list them on the reverse side of this printout. Leave the completed printout face-down in the Activity Board. **READING ANYONE ELSE'S SELF-TRAINING GUIDES IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S PRIVACY!**