

**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 XI* 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 there is nothing in the appropriate box to indicate that the cleanup for that day was done, use the erasable pen to check the box and 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? _____
 Were the cleanups 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. Reshelve 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 some areas, the shelves are so crowded that there may not be room. Simply check that the books left on top of other books in such a row are as close as possible to where they should be shelved if there was room.) If you find a book that is badly out of place (a row or more from its proper position) DO NOT reshelve it. Put it aside, bring it down with you when you have finished and put it on the Stacks Management problem truck, 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 special collection items that you find in the main stacks. Bring these items downstairs and distribute them to the appropriate drop points or staging shelves in the Circulation/Reserve area.

NOTE: YOU DO NOT HAVE TO COUNT ANYTHING DURING CLEANUP. SIMPLY RESHELVE 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!