

**STACKS MANAGEMENT
 SELF-TRAINING GUIDE 6/B
 CATEGORY: DAILY DUTIES
 TITLE: BROWSING ROOM (cleanup)
 AREA: BROWSING ROOM, PUTNEY ROOM, SECOND NORTH**

STUDENT	
DATE	

SPECIAL NOTE: THIS TASK IS SCHEDULED TO BE DONE ON MONDAY, WEDNESDAY, OR FRIDAY ONLY. IF IT IS ANY OTHER DAY OF THE WEEK, YOU SHOULD ONLY DO THIS TASK IF YOU HAVE BEEN SPECIFICALLY REQUESTED TO BY A STAFF PERSON, OR IF YOU CHECK THE DAILY DUTIES CHART ON TUESDAY, THURSDAY, OR SATURDAY AND FIND THAT THERE IS NOTHING IN THE APPROPRIATE BOX TO INDICATE THAT THE PREVIOUS DAY'S SPECIAL COLLECTION CLEANUP WAS COMPLETED.

FOR THIS TASK, YOU WILL NEED: ONE PEN OR PENCIL.

STEP ONE: Sign in, in the Activity Log. Your activity is SPEC. COLL., your area is SECOND NORTH.

STEP TWO: Review *SECTION VIII* in the Stacks Management Student Employee Manual (Special Collections). When you are ready, use the erasable pen from the white Notice Board to check the appropriate box (Browsing Rm) on the Daily Duties Chart. Remember, this will be in the columns for Monday, Wednesday, and Friday *only*.

STEP THREE: Check for a Special Collections shelving truck parked next to staging. If there is one, it will already be organized, with a Double Checkin tag in the card pocket. If there is no truck prepared, ask Roberta about preparing one. If Roberta is not here, and you have been trained to do double checkin, remove all Browsing, Neumann, and Putney books from staging, count the number of items from each collection, and double check them in, remembering to log it in the Double Checkin Log at circulation. Otherwise, there are no books to shelve with the day's cleanup. How many Browsing Room books are prepared for you to reshelve today? _____ Also check the wooden drop truck next to the worktables, and remove any Browsing Room periodicals that were left there. How many Browsing Room periodicals did you find? _____ You will need to record these numbers in the Unchecked Shelving Log in the Combined Logs binder when you have finished the cleanup.

STEP FOUR: Take the truck up to the Browsing Room on Second North, and reshelve all the Browsing Room books and periodicals and the Neumann Collection books that you found on Staging and the downstairs drop truck.

STEP FIVE: Pick up all Browsing Room materials left lying loose in the room. Make sure you check the drop truck and all the couches and tables. Count these, and reshelve them. How many Browsing Room materials did you pick up and reshelve? _____

STEP SIX: Now pick up all other library materials left in the Browsing Room. All Main Collection books should be collected and left on the nearest Drop Truck OUTSIDE the Browsing Room. How many Main Collection items did you find? _____ All regular Bound Periodicals should be taken over to Second South and left on the drop trucks there. How many Bound Periodicals did you find? _____ All items from the Neumann Collection should be collected, added to your shelving count for the day, and reshelved into the Neumann Collection, which is located on the north wall of the Browsing Room. How many Neumann books did you find? _____ Materials from all other collections, except the Putney Room, should be brought downstairs and distributed to the appropriate drop points in the Circulation/Reserve area.

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STEP SEVEN: Do a full cleanup of the Browsing Room collection, including the periodicals. Push bookends up straight, reshelve items left lying loose on the shelves, and make sure the periodicals are organized chronologically.

STEP EIGHT: Look around to make sure you found all the library materials in the room. This includes looking underneath the sofas - sometimes 'library misers' leave their stashes here, and these should be collected and distributed for proper reshelving.

STEP NINE: Now, take your truck to the Putney Room/Scholars Lounge, and follow the same procedure there. How many Putney Collection books did you reshelve? _____

STEP TEN: Remember when you come back downstairs to bring with you any regular current periodicals to be properly distributed to the drop points in Circulation/Reserve. How many current periodicals did you find? _____

STEP ELEVEN: Total the number of Browsing Room, Neumann books, and Putney books you shelved, including any Browsing Room periodicals, and record this in the UNCHECKED SHELVING LOG in the Combined Logs binder.

YOU HAVE COMPLETED THE BROWSING ROOM 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 BASKET LABELLED SELF-TRAINING GUIDES ON THE SHELVES BENEATH THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S SELF-TRAINING GUIDE IS STRICTLY FORBIDDEN AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S PRIVACY!**