

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 6/B  
CATEGORY: DAILY DUTIES  
TITLE: LEISURE READING (BROWSING ROOM) (cleanup)  
AREA: LEISURE READING, 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, one shelving truck

**STEP ONE:** Sign in, in the Activity Log. Your activity is SPEC. COLL. or BRC CLEANUP; your area is SECOND NORTH.

**STEP TWO:** Review *SECTION NINE* in the Stacks Management Student Employee Manual (Leisure Reading). When you are ready, 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:** Take a truck to the Browsing section of Staging. Remove all Browsing items, organize them on the truck, count them, and double check them in, remembering to log it in the Double Checkin Log. How many Browsing Room books were on Staging today? \_\_\_\_\_ Were there any games? \_\_\_\_\_. These should also be doubled checked in, and taken up to be shelved. Check the bottom shelf of the staging unit, and remove any Browsing Room periodicals that were left there. How many Browsing Room periodicals did you find? \_\_\_\_\_ Keep track of all three numbers, as you will need to record them later.

**STEP FOUR:** Take the truck up to Leisure Reading (Browsing Room) on Second North, and shelve all the Browsing books, periodicals, and games 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 shelve them. How many Browsing Room materials did you pick up and shelve? \_\_\_\_\_ (Please note: DO NOT remove any of the books displayed on the A-Frame unit immediately outside Leisure Reading, or a similar unit immediately inside the room; these are new books on display.)

**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? \_\_\_\_\_

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

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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 shelving.

STEP NINE: Now, take your truck to the Putney Room/Scholars Lounge. Pick up any library materials left loose in the room. Main Collection items and Bound periodicals should be left on the nearest Drop Truck. How many of these did you find in the Putney Room? \_\_\_\_\_  
Browsing materials should be returned to Leisure Reading and shelved; remember to add the number to the total you have shelved. Current periodicals should be brought downstairs.

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. How many current periodicals did you find? \_\_\_\_\_

STEP ELEVEN: Total the number of Browsing materials that you shelved, including periodicals, and record this in the UNCHECKED SHELVING LOG in the Combined Logs binder.

YOU HAVE COMPLETED THE LEISURE READING 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!**