

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 6/C  
CATEGORY: DAILY DUTIES  
TITLE: QUARTO CLEANUP  
AREA: QUARTO SHELVES**

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| STUDENT |  |
| DATE    |  |

FOR THIS TASK, YOU WILL NEED: PEN OR PENCIL, PIECE OF SCRAP PAPER.

STEP ONE: Sign in, in the Activity Log. Both your activity and your area are QUARTOS.

STEP TWO: Because the quarto (oversized) books are so heavy, it is better not to let them pile up on Staging for too long, so reshelving quartos and cleaning up the quarto areas is a Daily Duty, scheduled for Tuesday and Thursday. When you are ready to begin, use the erasable pen from the white Notice Board to check the appropriate box on the Daily Duties Chart.

STEP THREE: Check for a prepared booktruck parked near staging. It should only have quartos on it, and should have a Double Checkin tag in the card pocket. If there isn't a truck already prepared, ask Roberta about preparing one. If Roberta isn't here, and you've been trained for double checkin, remove all the quartos from staging onto a flat-shelved truck, and double check them in, remembering to log it in the Double Checkin Log at Circulation. How many quartos are there to shelve today? \_\_\_\_\_

STEP FOUR: There are three separate quarto sections, and you will need to check each one. Start with A-E on Second Floor South. First, reshelve any A-E quartos from Staging. Then, pick up any quartos left lying on top of the shelves or on the Drop Truck nearest to the area, count them, add this number to your shelving count, and reshelve them. How many A-E quartos did you find on top of the shelves and on the Drop Truck? \_\_\_\_\_

Do a regular cleanup of the quarto shelves, pushing bookends up straight, putting any materials from other parts of the collection onto the nearest Drop Truck, and leaving the area neat and orderly.

STEP FIVE: Now go over to the F-PN Quartos on Second Floor North. This is the largest quarto area, and also the heaviest used. Reshelve the F-PN quartos from Staging. Collect any quartos left on top of the shelves and on the Drop Truck nearest to the area, count them and add this to your shelving count, and reshelve them. How many F-PN quartos did you find on top of the shelves and on the Drop Truck? \_\_\_\_\_ Do a regular cleanup of the quarto shelves, pushing bookends up straight, putting any materials from other parts of the collection onto the nearest Drop Truck, and leaving the area neat and orderly.

STEP SIX: The final quarto area is PQ-Z, on Third Floor North. Reshelve the PQ-Z quartos from Staging. Collect any quartos left lying on top of the shelves, count them and add this to your shelving count, and reshelve them. How many PQ-Z quartos did you find lying on the shelves? \_\_\_\_\_ Do a regular cleanup of the quarto shelves, pushing bookends up straight, picking up materials from other parts of the collection and leaving them on the nearest drop truck, and leaving the area neat and orderly.

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STEP SEVEN: Bring the empty truck downstairs with you. Add up the total number of quartos you reshelfed, and record this total in the UNCHECKED SHELVING LOG in the Combined Logs binder.

YOU HAVE COMPLETED THE QUARTO 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 GUIDES IS STRICTLY FORBIDDEN AND IS GROUNDS FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE'S PRIVACY!**