

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

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED: pen or pencil, piece of scrap paper, a flat-shelved book truck.

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 shelving quartos and cleaning up the quarto areas is a Daily Duty, scheduled for Tuesday and Thursday. When you are ready to begin, check the appropriate box on the Daily Duties Chart.

STEP THREE: Take the truck to the Quarto section of the Staging shelves. Remove all the quartos, organize them on the 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, shelve 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 shelve 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. Shelve 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 count, and shelve 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. Shelve the PQ-Z quartos from Staging. Collect any quartos left lying on top of the shelves, count them and add this to your count, and shelve 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 shelved, 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!