

**STACKS MANAGEMENT
 SELF-TRAINING GUIDE 7
 CATEGORY: DAILY DUTIES
 TITLE: SEARCH BOX
 AREA: ALL**

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED A PEN OR PENCIL.

STEP ONE: Sign in, in the Activity Log. Your activity is SEARCHING, and the area is ALL.

STEP TWO: Review *SECTION XII* in the Stacks Management Student Employee Manual (Searching). When you are ready, check the Daily Duties Chart. First, make sure there is a check in the box for the previous day's Search Box, indicating that the task was completed. If there isn't, check this box and proceed to do yesterday's searches. If yesterday's searches were done, check the box for today's Search. What day of the week is it? _____ Was yesterday's Search Box completed?

STEP THREE: The Search Box is located near the Combined Log Binder on the Stacks Management Counter. First, check for any search slips at the very front of the box; they should be tagged with a card saying ADD TO TODAY'S SEARCHING. These are items that are being searched for the first, second, or third time, or involve other circumstances requiring a special search. Were there any such special searches today? _____ Put the special search slips into call number order, being careful to note the correct LOCATION. Next, pull all the search slips behind the dividers for the correct day of the week. Periodical Requests are searched for on Monday, Wednesday, and Friday. If today is a Monday, Wednesday, or Friday, are there any periodical searches to be done? _____

Search Slips list the Category (reason for the search), the Date the search was initiated, Author/Title, Publisher, LOCATION, CALL NUMBER, and BARCODE. There is a box for Patron Name, but this information should not appear on the Working Search Slip. Although the search slips should already be divided by location - EMC, Browsing, Neumann, Putney collection items, and Government Documents are to be searched for on Monday - check each slip to be sure that one hasn't been misfiled. SEARCH IN THE CORRECT LOCATION, PLEASE!

Some slips will include a note advising you to check in more than one location; this is because there is some question as to the validity of the item record in the database, or the item could easily be confused for one from a different area or collection. This will happen most often with EMC items, and quartos.

STEP FOUR: Take the New Requests and the search slips for today, and combine them in call number order, being careful to note the location. If today is Monday, how many Browsing titles will you be searching for? _____ How many EMC items? _____ How many Neumann and Putney Collection items? _____ Are you approved to search for Government Documents? _____ If so, how many documents will you be searching for? _____

If not, re-attach these search slips to the Special Searches card and leave a note on the Activity Log asking someone else to do these searches.

STEP FIVE: Look through the Main Collection requests, and make note of any that may be quarto, or oversized, books. This will be designated with a listed location of MAIN OVERSIZE. ALWAYS check both the regular shelving AND the quarto shelving for every item designated on the search slip as being oversized. How many Oversized items are there in the slips you are working on? _____

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STEP SIX: You are searching for items that correctly match the information on the search slip. For periodicals, make sure you are searching for the correct volume, issue, and date; if the date is within the last year, check both current periodicals and bound periodicals. Ignore copy information on the call number label on books. If the rest of the call number matches, bring the book down. DO NOT bring down a book that matches the call number EXCEPT for having a different volume number or year at the end of the call number.

If you find an item that matches the information on the search slip, put the slip in the item, bring it downstairs, and leave it on the Problem Truck. How many items did you locate?_____ If you do not find the item, write your initials and the date in the appropriate box on the grid on the reverse side of the search slip, and place the slips at the back of the Search Box. How many items were you unable to locate?_____

If the item is in a location with which you are not familiar, always ask for directions as to where to search.

YOU HAVE NOW COMPLETED THE SEARCH BOX. 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. PLEASE RESPECT EVERYONE'S PRIVACY.**