

**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 THIRTEEN* 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 on top of the divided unit at the end of the processing table. Note that there are divider cards for each day of the week. Pull all the search slips for today, and make sure they are in shelf order, being careful to note the correct location. How many search slips are in the box for today? \_\_\_\_\_

Search Slips list the Category (reason for the search), the Date the search was initiated, Author/Title, Publisher, LOCATION, CALL NUMBER, and BARCODE. Although the search slips should already be divided by location – Main Collection, EMC, Browsing, Government Documents, and Periodicals - check each slip to be sure that one hasn't been misfiled. **SEARCH IN THE CORRECT LOCATION, PLEASE!**

The last box on each Search Slip is for "Search Notes"; ALWAYS look here to see if there are some special search instructions. 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. If the library has more than one copy of this item, you will be advised to check for a matching barcode.

STEP FOUR: Take the search slips for today, and combine them in call number order, being careful to note the location. If today is Monday, how many Leisure Reading (Browsing titles) will you be searching for? \_\_\_\_\_ How many EMC items? \_\_\_\_\_ Are you approved to search for Government Documents? \_\_\_\_\_. If so, how many documents will you be searching for? \_\_\_\_\_ If not, clip these search slips together, and leave them on the Activity along with a note 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 wooden shelf unit outside the divider, on the shelf labeled "Lost/Missing". 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.**