

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 8
CATEGORY: DAILY DUTIES
TITLE: MICROFORMS
AREA: MICROFORMS**

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED A PEN OR PENCIL, AND THE MICROFORM USE STUDY LOG.

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

STEP TWO: Review *SECTION XIII* in the Stacks Management Student Employee Manual (Microforms). When you are ready, use the erasable pen from the white Notice Board to check the appropriate box on the Daily Duties Chart.

STEP THREE: Collect all microforms from the basket on the little table next to the Notice Board. How many rolls of microfilm were there? _____ How many envelopes of microfiche were there? _____ How many envelopes of microcard? _____ You will always need to keep track of how many of each category you collect and shelve, to be logged for statistical reasons. Take the appropriate MICROFORM USE STUDY LOG from the Additional Projects basket, and use the enclosed Log to record what types of microform you are reshelving.

STEP FOUR: Also collect all microforms from the box marked New Microforms, also located on the end of the Stacks Management counter. New microfiche can be handled in the same manner as older microfiche. How many new microfiche were in the box? _____ New microfilm, however, requires a local accession number, and an identifying colored dot. Take a felt-tip pen and the dots with you when you go out to shelve new microfilm. New items do not need to be recorded in the Microform Use Study log, but you will still need to keep track of the total number of each type (film, fiche, or card) that you shelve. When you locate the correct drawer, and therefore know if the title is a periodical (magazine) or a newspaper, put a blue dot on the box of any magazine, directly above the title. Next, check the sequence of numbers written on the older boxes in the drawer. Following this sequence, determine the number you should write on the new box, making certain to account for any missing boxes that would go between the new box and the last box already in the drawer, and write that number on the new box so it will show clearly near the title, volume, and date of the periodical or newspaper. How many new rolls of microfilm were in the box? _____

STEP FIVE: Collect all microforms left near the reader-printers, and from the bins on top of the microform cabinets. How many rolls of microfilm did you find? _____ How many envelopes of microfiche or microcards did you find? _____

STEP SIX: Check inside each box, and make sure that there is a roll of microfilm there. DO NOT refile empty microfilm boxes or empty microfiche/microcard envelopes - put these on the Stacks Management Problem shelf with a note attached.

STEP SEVEN: Separate the boxes of microfilm into the correct categories. How many rolls of microfilm newspapers did you collect? _____ How many rolls of microfilm periodicals did you collect? _____
_____ Did you find any boxes of books on microfilm?

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STEP EIGHT: Refile the microfilm into the correct places in the microfilm cabinets. **MAKE SURE** you are keeping newspapers, periodicals, and books separate. If you are not sure what a specific item is, ask me or a Circulation/Access Services staff person to help you. Generally, any title for which you would shelve a paper or bound copy into the Periodical stacks is a periodical; any for which you would shelve the paper copy onto the Newspaper shelves is a newspaper; any roll of microfilm with some kind of call number, even abbreviated, is a book.

STEP NINE: Familiarize yourself with the various collections of microfiche and microcards. The Library of English Literature (LEL) and the Library of American Civilization (LAC) collections are in the cabinets located near the photocopier. Otherwise, the cabinets housing the various other fiche and card collections are arranged at the far end of the two rows of microform. There are a variety of call numbers, titles, etc., by which the different sets are organized; the only way to learn these is to look at the collections as you need to shelve them. Also keep a lookout for any microfiche that actually belong in the Kraus Curriculum Development Library or the ERIC document collection. The Kraus collection is in a cabinet near to the regular microform collection – since these envelopes are not always clearly marked, check the title on the fiche itself, and look for the name “Kraus” or the acronym KCDL. The ERIC documents are in a row of cabinets directly behind the second row of microfilm.

STEP TEN: Remember to keep the New Microforms apart while you are organizing items to be shelved. Once you have finished organizing all the microforms you collected, record the information required for the Microform Use Study in the Use Study Log. Then, combine the number of new items for each category with the number of old or ‘used’ items, and record these totals in the PERIODICAL SHELVING LOG, in the Combined Logs binder on the Stacks Management counter. Leave the Microform Use Study log in the Additional Projects basket.

YOU HAVE NOW COMPLETED THE MICROFORMS. 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.**