

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 9/A
CATEGORY: PRIORITY LIST
TITLE: SHELVING BOOKS
AREA: VARIOUS**

STUDENT	
DATE	

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

STEP ONE: Sign in, in the Activity Log. Your activity is shelving; for now, leave the "area" column blank.

STEP TWO: Review *SECTION VI* in the Stacks Management Student Employee Manual (Shelving Books).

STEP THREE: Check the full book trucks parked in the Stacks Management processing area. Find the trucks with the PROCESSED FOR NEW SHELVING signs on them. If there aren't any, ask me first before taking a truck. Normally, what you would do is to look for READY TO SHELVING signs, then check the numbered card pockets to look for the earliest date on the DATE PROCESSED card and for a green DOUBLE CHECKIN tag. NEVER SHELVING A TRUCK WITHOUT A DOUBLE CHECKIN TAG, unless you check the Double Checkin Log at Circulation/Reserve and can verify that the truck was properly double checked in!

STEP FOUR: Look at the ID Tag in the card pocket; your area is whatever call number area is indicated on the ID tag. What number is on your truck? _____ Write the number in the column for Truck ID in the Activity Log. What area will you be working in? _____ Fill in the "area" column in the Activity Log.

STEP FIVE: Take the book truck upstairs to the correct floor for the area you will be shelving in. A-E are shelved on Second Floor, on the south side, so after you get up to second floor, you will need to take the truck across the lobby bridge to the south side of the building. F-PN are shelved on Second Floor, North. PQ-Z are shelved on Third Floor, North.

STEP SIX: Find the book with the beginning call number (it should be the first book on one of the top shelves). What is the full call number of the first book on your truck?

STEP SEVEN: Begin reshelving the books. Watch the range finder tags carefully to determine which row each book should be shelved in. What is the range finder tag for the row in which the first book on your truck should be shelved? _____ (The range finder tags are in brackets on either end of each row; if there is a pillar immediately next to the end of a row, there will not be a range finder on that end, so check the other end.)

STEP EIGHT: Find the correct location for each book. Then, check 3-4 books on either side of that location to make sure you are not shelving the book next to books that are out of order, or are actually shelving the book in the wrong place because the books on either side are out of order. Correct the errors if necessary. You don't have time to completely shelf-read every shelf, but if everyone makes sure that 3-4 books on either side of a book they've shelved are in correct order, that means 7-9 books are in order for every one book you shelve. Remember, ACCURACY means more than SPEED when you're shelving, so take whatever time you need. As you grow more accustomed to the shelving process, your speed will improve accordingly anyway, so don't even worry about speed.

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STEP NINE: If you are unable to finish shelving all the books on the truck before you reach the end of your scheduled shift, bring the partial truck back down with you - DO NOT LEAVE A PARTIAL TRUCK UPSTAIRS!

Take the ID Tag out of the numbered card pocket. On the line for FIRST SHELFER, write your first initial and last name. Fill in the DATE SHELFED. Count the number of books left on the truck, and indicate this on the line for # OF BKS. LEFT UNSHELFED. Look at what would have been the next book you would have shelved, and write the complete call number of this book on the line for 1ST CALL # LEFT UNSHELFED. Put the ID Tag back in the pocket, leave the green Double Checkin tag back in the pocket, put a READY TO SHELF sign on the truck, and park it with the other trucks that are ready for shelving. The next experienced shelfer will take this truck up and finish it, bringing the empty truck back down afterward, filling in the lines for SECOND SHELFER and DATE SHELFED on the ID Tag and leaving the tag in the Completed Forms box in the wooden divider under the Stacks Management counter.

Normally, when you select a truck to reshelve, you would take any partial truck before taking a full truck - the ONLY exception to this rule is for your very first truck shelved, and then you would select your truck as instructed in this guide. DO NOT take a PROCESSED FOR NEW SHELFER truck unless you are shelving for the first time; otherwise, look for the trucks with the READY TO SHELF signs, check the date slips, and shelve the lowest numbered truck with the earliest date on the DATE PROCESSED slip, and with a green DOUBLE CHECKIN TAG.

STEP TEN: If you were able to finish shelving all the books on the truck, bring the empty truck down with you and park it with the other empty trucks. Take the ID Tag out and fill out the lines for FIRST SHELFER and DATE SHELFED; leave the tag in the Completed Forms box in the wooden divider under the Stacks Management counter. Put the laminated green Double Checkin tag back in the pocket at the front of the Double Checkin Log at Circulation/Reserve (ask a staff person if you don't know where this is.)

YOU HAVE NOW COMPLETED YOUR FIRST BOOK SHELFING ASSIGNMENT. 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.