

**STACKS MANAGEMENT
 SELF-TRAINING 9/B
 CATEGORY: PRIORITY LIST
 TITLE: SHELVING BOUND PERIODICALS
 AREA: BOUNDS or SECOND SOUTH**

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| STUDENT | |
| DATE | |

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

STEP ONE: Sign in, in the Activity Log. Your activity is SHELVING BOUNDS, and your area is BOUNDS or SECOND SOUTH.

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

STEP THREE: Check the wooden truck next to the worktables; if there are bound periodicals there waiting to be shelved, take them upstairs with you. Were there any bounds on the truck? _____
 How many? _____ (If necessary, you can take use a flat-shelved truck to take these upstairs; just remember to bring it back down again when you are finished.)

STEP FOUR: Go up to Second Floor, South. If there are any Bound periodicals on the Drop Trucks around the photocopiers, add them to the bounds you picked up downstairs. How many bound periodicals were on the Drop Trucks around the photocopiers? _____

STEP FIVE: There are several book trucks parked in the aisle between the second and third sections of bound periodical shelving. Organize the bound periodicals you have already collected onto the top shelves of one of these trucks; if you have more items than will fit on one truck, leave the rest there. (Note: there are some trucks with three flat shelves; DO NOT use the bottom shelf, as this makes the truck too heavy to maneuver safely, but put only one row of bounds on each shelf.) Organize the truck in alphabetical order by title, with the volume tipped so that the spine points upward and the bottom is toward you; within title, organize by volume number and date.

STEP SIX: Count the number of individual volumes on your truck, and keep track of this number. How many volumes are there on your finished truck? _____

STEP SEVEN: Reshelve the bound periodicals on your truck into the correct places on the Bound Periodicals shelving. If you cannot find any other volumes with the same title on the shelves, check the title again to make sure you are looking for the right title, and then check the Periodical Holdings Catalog, in case that specific title is shelved under something else (for example: Journal of the Student Employee Union could be shelved under Student Employee Union Journal.) Some areas are very full, but be careful not to completely fill a particular shelf if there are other volumes missing, because another shelve will then have to shift what you shelved to make room for the missing volumes.

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STEP EIGHT: Usually, you should spend a full hour reshelving Bounds, if you have that time left in your scheduled shift. So, if you still have time and there were more bounds to shelve, organize another truck and reshelve as many as you can in the time you have left. Remember to count the number of individual volumes you have shelved, and add this to your previous shelving total. How many volumes did you shelve from your second truck?_____

STEP NINE: The Periodical trucks should remain in the Bound Periodicals area along with the regular Drop Trucks. However, if you took a truck upstairs with you, bring that one back down again.

STEP TEN: Add up the total number of volumes shelved, and enter this into the PERIODICAL SHELVING LOG, in the Combined Logs binder.

YOU HAVE NOW COMPLETED YOUR FIRST BOUND PERIODICAL SHELVING 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.**