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APPENDIX 1 -- HOW TO ORGANIZE A BOOKTRUCK FOR RESHELVING

- A. Take an empty truck from the "booktruck corral".
- B. Pick an area on Staging that is full enough to warrant filling a booktruck. If you not sure there is enough, the average number of books per truck is 120; if you do not have at least 130 books within the acceptable combination, you probably do not have enough books to fill a truck. Because it makes shelving so much easier, ideally each truck should only have one call number area on it. However, since space on Staging is limited, there are some acceptable combinations.
1. A-B-C can be combined on one truck.
 2. D-E can be combined on one truck.
 3. F-G can be combined on one truck. (NOTE: NEVER combine E-F, because these two call number areas are located on different floors, second south and second north.)
 4. H should never be combined with any other call number area.
 5. J-K can be combined on one truck.
 6. L should never be combined with any other call number area.
 7. M-N-PN can be combined on one truck.
 8. PQ-PZ should never be combined with any other call number area. (NOTE: NEVER combine P-PN and PQ-PZ, because the P section is divided between two floors.)
 9. Q should never be combined with any other call number area.
 10. R should never be combined with any other call number area.
 11. S-Z can be combined on one truck.
- C. In deciding how to fill a truck, here are some hints that can make your decision easier.
1. Four full shelves on Staging equal four full shelves on a booktruck. If you don't have four full shelves of one of the above combinations, you do not have enough books in that combination to warrant organizing a truck, or you can use the 130-book count to make your determination.
 2. Remember, there is more room on Staging than there would be on booktrucks. Also, since there is limited floor space available in the Stacks Management area, remember that full booktrucks take up more space than empty ones.
 3. If patrons are seeking particular books, it is easier for the Circulation/Reserve workers to find those books on Staging than it is to locate them on booktrucks, especially if there are too many full booktrucks crowded together in the limited floor space available.
 4. We can only get so much shelving done in a day, and if there are too many booktrucks being organized unnecessarily, these trucks could end up waiting for days to be shelved, which extends the inconvenience of having to search for specific books.
 5. Therefore, don't remove books from Staging to be organized onto booktrucks unless it is necessary because that particular call number area or combination of call numbers is overcrowded, or if a truck has been requested and this is indicated on a duty card at the Circulation/Reserve Desk. **BOOKTRUCKS SHOULD NEVER BE ORGANIZED FOR SHELVING MERELY BECAUSE SOMEONE NEEDS SOMETHING TO DO - THIS KIND OF BUSY WORK ONLY MAKES THE STACKS MANAGEMENT WORK LOAD HARDER TO MANAGE.**
- D. Take the books off Staging in call number order. Unless you have been instructed to 'take everything until the truck is full', allow for easy expansion space by removing some books from all of the affected shelves with that call number or combination of call numbers. This method allows us to easily continue to shelve returned books onto Staging without having to constantly shift books to make room.

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- E. First fill the top shelf on one side of the truck, working from left to right in call number order. Next, turn the truck around and fill the top shelf on this side, again working from left to right in call number order. Then, fill the second shelf on this side, working left to right in call number order. Finally, turn the truck around again, and fill the second shelf on that side, working left to right in call number order. This system prevents accidents caused by booktrucks overbalancing due to having one side completely full while the other is completely empty. Even full-metal body booktrucks can overbalance or at least become difficult to handle, so follow this procedure with all the trucks. Doing it consistently makes things easier for everyone.
- F. To make things simpler for the DOUBLE CHECKIN procedure, place the books upright on the truck, as they were standing on the Staging shelves. Then, as the books are checked in again in DOUBLE CHECKIN, they will be tipped sideways, with the bindings up and the bottoms of the books facing out, so the call numbers will be easier to read for reshelving.
- G. This truck is not yet ready for shelving, so DO NOT push it back to the Stacks Management area. It must first be processed for accuracy checking; if you don't have time to do it yourself or have not been trained to do it, park the truck next to Staging with a TO BE PROCESSED sign on it. These signs are with the READY TO GO ONTO STAGING signs.
- H. To process a booktruck for reshelving, take a blank Shelving Accuracy Checklist form and a blank Truck ID form. These forms can be found in boxes on the Browsing/Quarto Staging Unit against the glassed-in north wall, or in the wooden divider on the shelves of the Stacks Management counter.
1. **ACCURACY CHECKLIST**
Indicate the date in the space provided. Check the number on the pocket on the truck, and write this number in the "Truck ID" space. Working in call number order, and covering all four shelves of the truck, select fifteen books and write these call numbers on the lines provided. REMEMBER TO WRITE THE CALL NUMBERS DOWN IN CALL NUMBER ORDER, because it makes checking the shelving much easier. Indicate your first initial and last name in the "Organized By" space. Count the total number of books on the truck and write this number in the space provided. Place the completed checklist in the campus envelope in the wooden divider in the Stacks Management Counter, next to the blank checklist forms
 2. **TRUCK ID TAG**
Indicate the truck ID number (the number on the pocket) in the space provided. Also indicate the date, your initials, and the call number area or combination of call numbers, in the appropriate spaces. Leave this tag in the numbered pocket on the truck.
 3. The final step in processing a booktruck for reshelving is Double Checkin, where each item on the truck is checked in to make certain it wasn't missed when it was originally returned. If you have been instructed to perform the double-checkin, take the truck to the double checkin terminal and check in each item, tipping it sideways so that the binding faces up when you replace it on the truck. When the truck is completed, enter the appropriate information in the DOUBLE CHECKIN LOG under the Circulation Podium, and put a green Double Checkin tag in the numbered pocket.
 4. If you were not instructed to do Double Checkin yourself, or if you don't have time to complete it, park the truck at the front of the Staging Shelves and place a "To Be Double Checked In" sign on it.

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TASK ASSIGNMENT PRIORITY LIST**

This list shows the priority order in which tasks should be carried out in the Stacks Management subunit. Check the Manual for more information. Use this list to determine what you should work on, and in what order. Note that some of these tasks are prioritized by the amount of time you have left to work.

DAILY DUTIES

1. **BOOKDROP PAPERS:** Check in, process, and distribute papers delivered to the Outside Periodicals Drop. On Sunday, this task includes doing a cleanup of the Newspaper area
2. **PICKUPS:** 1st floor, 2nd floor south, 2nd floor north, 3rd floor north
For the weekend pickups, collect materials and organize neatly on the drop trucks
3. **MAILED PAPERS:** process mailed-in newspapers from Technical Services, and distribute
4. **AM/SATURDAY CURRENTS:** pick up, organize, and reshelve current periodicals, to be done before 11:00 AM on Weekdays, and once on Saturday
5. **CLEANUP:** different area to be done each weekday, as indicated on the Daily Duties Chart
6. **QUARTOS:** On Tuesday and Thursday; reshelve quartos and cleanup quarto shelves
7. **SPECIAL COLLECTIONS:** on Monday, Wednesday, and Friday, reshelve books from the Special Collections (Browsing, Neumann, Putney) and cleanup all three collections
8. **SEARCH BOX:** search for the items indicated on the slips filed in the Search Box, behind dividers indicating the correct day of the week, AND those clipped to the card at the front of the box
9. **MICROFORMS:** collect and shelve all microforms, including those dropped off by Interlibrary Loan, and the new ones in the box on the end of the Newspaper Processing Table
10. **PM/SUNDAY CURRENTS:** pick up, organize, and reshelve current periodicals; straighten Current Periodicals section; to be done after 4:00 PM on weekdays, and once on Sunday
11. **PREVIOUS SUNDAY PAPERS:** on Friday afternoon, remove last week's Sunday newspapers from the rack and process for shelving with the daily papers

SPECIAL PROJECTS

AS POSTED ON THE ASSIGNMENT BOARD

ASSIGNMENTS FOR STUDENTS WITH ONE HOUR OR MORE LEFT TO WORK

1. **SHELVE BOUND PERIODICALS:** shelve for one hour – remember to count and log the number of items shelved
2. **SHELVE MAIN COLLECTION:** shelve one truck
3. **SHIFT:** only if you have been trained and approved for shifting
4. **ADDITIONAL PROJECTS:** if any (check instructions in the Additional Projects folders)

ASSIGNMENTS FOR STUDENTS WITH LESS THAN ONE HOUR LEFT TO WORK

1. **ADDITIONAL PROJECTS:** if any (check instructions in the Additional Projects folders)
2. **MICROFORMS:** collect, count, reshelve, and log
3. **SHELFREAD:** Main Collection or Bound Periodicals (alternate)
4. **SHELVE PARTIAL TRUCKS:** if any
5. **STRAIGHTEN NEWSPAPERS**
6. **DUST NEWSPAPER SHELVES**

IF YOU ARE NOT CLEAR ABOUT ANY OF THESE TASKS, CHECK IN THE STACKS MANAGEMENT STUDENT EMPLOYEE MANUAL OR ASK ROBERTA. USING THIS LIST AND THE DAILY DUTIES BOARD, YOU SHOULD

ALWAYS BE ABLE TO FIND SOMETHING APPROPRIATE TO DO DURING YOUR SCHEDULED WORK TIME.

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LIBRARY OF CONGRESS (LC) CLASSIFICATIONS

CALL NUMBER RANGE	SUBJECTS
A	General works, polygraphy
B – BJ	Philosophy
BL – BX	Religion
C	Auxiliary – sciences of history
D	General and European history
E – F	American History
G	Geography, anthropology, folklore, manners and customs, recreation
H	Social sciences
J	Political sciences
K	Law
L	Education
M	Music
N	Fine Arts
P – PA	Philology, linguistics, classical philology, classical literature
PB – PH	Modern European languages
PG	Russian literature
PJ – PL	Languages and literature of Asia, Africa
PN, PR, PS, PZ	English and American literature
PQ	German, Dutch and Scandinavian literature
Q	Science
R	Medicine
S	Agriculture, plant and animal industry, fish culture and fisheries, Hunting sports
T	Technology
U	Military science
V	Naval science
Z	Bibliography and library science

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APPENDIX 4: ORGANIZING EMC SHELVING TRUCKS

1. Most of the time, you can use a divided book truck, although you may have to stack some oversized items on top after the rest of the items have been properly organized.
2. If at all possible, given the size variations in EMC materials, take everything from Staging to organize on the truck. There may be times when this isn't possible – don't over-fill the truck.
3. Take an EMC Accuracy Checklist to prepare as you organize the truck. Indicate your last name in the ORGANIZED BY: box. Note that the checklist form has specific sections for Audiovisual, Nonfiction, Picture Books, Fiction, and Textbooks. Try to find four items in each category; use a Reference item or extra Audiovisual items to fill in if there's a category with very few items, just use (RF) to indicate Reference or (AV) for Audiovisual. The Checklist calls for a minimum of 15 items, but always try to list the full 20.
4. If there are any Reference items on Staging, put them all on the truck FIRST, in LC number order. On the Accuracy Checklist, since there is no section for Reference, see which category has the fewest possible items to list and substitute ONE Reference item. Use (RF) at the beginning to indicate a reference item.
5. If there are any Music Collection CDs, place them on the truck next, in numerical order. Never list more than one of these on the Accuracy Checklist, in the AV section. Then, take any videotapes, DVDs, and other small-to-moderate-sized AV items, and organize them onto the truck in standard LC call number order. Select 3-4 of these items to be listed in order on the Accuracy Checklist. Leave a little extra room on the truck for the security cases for CDs and DVDs.
6. Next, load the picture books onto the truck, organized alphabetically by author, according to the call number tag (if there is more than one book by the same author, organize these together by title). Select 3-4 items to list on the checklist.
7. Now, load fiction books, again organized alphabetically by author, according to the call number tag (and then by title if there is more than one book by the same author). Select 3-4 for the checklist.
8. Next, load non-fiction books, in Dewey Decimal call number order. Select 3-4 for the checklist.
9. Load Teaching Ideas, Curriculum Guides, and Textbooks next, organized by LC call number (load them in that order). Select 3-4 for the checklist; use (TI) to indicate Teaching Ideas, (CG) to indicate curriculum guide, and (TX) to indicate textbook.
10. Finally, if there are odd-sized or over-sized AV items on Staging, and there is room on the truck, load these. Pictures, posters, sets, etc., can be neatly placed on top of the items on the top shelf of the truck, as long as they're not piled too high to be stable. Don't choose any of these for the Accuracy checklist.
11. Count the total number of items placed on the truck, and indicate this number in the # OF ITEMS ON TRUCK: box.
12. Fill out a SHELVING TRUCK IDENTIFICATION TAG, indicating the date, your last name, and the truck # (the number on the card pocket on the side of the truck). List EMC as the CALL # AREA. Place this tag in the card pocket on the truck.
13. Double-checkin the truck, just as you would a Main Collection truck, and log all the appropriate information in the DOUBLE CHECKIN LOG. **Put the CDs and DVDs into the proper security cases.**
14. Place the truck near the EMC staging unit. Take the Accuracy Checklist back to the Stacks Management counter and place it in the appropriate envelope. Finally, place an EMC-PROCESSED AND READY TO SHELVES sign on the truck.

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APPENDIX 5: GUIDELINES FOR ADJUSTING WORK SCHEDULES

TO ALL STACKS MANAGEMENT STUDENTS:

I know things happen during the Academic year that make it necessary for students to occasionally rearrange their work schedule, BUT we have to be very careful about Absenteeism, Schedule changes, and Makeup hours. With a lot of changes, things keep getting more and more complicated, and I find it very difficult to keep track of the work schedule from one week to the next. So, here are some guidelines concerning adjustments to your regular work schedule. NOTE: These guidelines apply to your Stacks Management hours ONLY – NOT any hours you are scheduled to work in Circulation/Reserve.

ONE – SCHEDULE ADJUSTMENTS: IF SPECIAL EVENTS OR CLASS PROJECTS MAKE IT NECESSARY FOR YOU TO MAKE A SPECIAL ADJUSTMENT TO YOUR SCHEDULE FOR A PARTICULAR DAY OR WEEK, YOU MUST LET ME KNOW IN ADVANCE, AND IF YOU WISH TO MAKE THE HOURS UP, YOU MUST DECIDE WHEN YOU WISH TO WORK THE MAKEUP HOURS WITHIN ONE WEEK OF YOUR ABSENCE.

TWO – UNSCHEDULED ABSENCES: IF ILLNESS OR EMERGENCY CAUSES YOU TO MISS HOURS WITHOUT BEING ABLE TO MAKE ARRANGEMENTS IN ADVANCE, YOU MUST LET EITHER ME OR ERIC GRACZKOWSKI KNOW AS SOON AS POSSIBLE. YOU WILL BE ALLOWED TO MAKEUP SUCH HOURS ONLY IF YOU LET ME KNOW WHEN YOU WILL BE MAKING THE HOURS UP WITHIN ONE WEEK OF YOUR RETURN TO WORK.

THREE – TARDINESS: IF YOU COME IN LATE, YOU MAY ADD TIME TO ANOTHER SHIFT TO MAKE UP FOR THE TIME MISSED, AS LONG AS YOU DESIGNATE THE MAKEUP TIME THE DAY YOU COME IN LATE – IN OTHER WORDS, IF YOU COME IN LATE ON WEDNESDAY AND WISH TO MAKE THE TIME UP ON YOUR FRIDAY SHIFT, YOU MUST TELL ME THIS ON WEDNESDAY.

FOUR – MISSING SCHEDULED MAKEUP: IF YOU HAVE SCHEDULED SOME MAKEUP TIME, AND FAIL TO COME IN, YOU WILL NOT BE ALLOWED TO MAKE THOSE HOURS UP, AND THIS WILL COUNT AS AN UNEXCUSED ABSENCE.

FIVE – SUBSTITUTES: FOR STACKS MANAGEMENT, I WOULD PREFER THAT YOU SCHEDULE MAKEUP HOURS RATHER THAN FINDING A SUBSTITUTE. THE ONLY EXCEPTION TO THIS IS FOR THOSE STUDENTS SCHEDULED TO WORK ON WEEKENDS: WEEKEND WORKERS MUST FIND A SUBSTITUTE FOR ANY PLANNED ABSENCE, AND THEY MUST NOTIFY THE CIRCULATION/RESERVE DESK AS SOON AS POSSIBLE IF AN EMERGENCY OR ILLNESS MAKES IT DIFFICULT OR IMPOSSIBLE TO EITHER WORK SCHEDULED HOURS OR FIND A SUBSTITUTE.

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APPENDIX 6: WHEN YOU ONLY HAVE A FEW MINUTES LEFT ON YOUR SHIFT ...

1. Are there Reference books on the wooden periodicals truck? TAKE THEM OVER TO REFERENCE.
2. Are there books on the little unit next to my workstation? SHELVE THEM ONTO STAGING.
3. Is your timesheet filled out? Is your KRONOS record up-to-date? COMPLETE THEM.
4. Are there books at Circulation waiting to go onto Staging? SHELVE THEM ONTO STAGING.
5. In the **Master Searching File** to the right of my workstation, are there slips in front to be filed? FILE THEM, ALPHABETICALLY BY CALL NUMBER (Watch the location).
6. Is there anything in the "**Shred Patron Records Here**" box? SHRED THEM.
7. On the bottom shelf of the wooden periodicals truck, there is a pile of paper waiting to be cut into scrap. USE THE PAPER CUTTER, AND MAKE SOME SCRAP PAPER (if you are cutting up old Master File Search forms, cut them exactly in half and put the half with the patron name on it into the Shred Patron Records Here box; cut full pages into quarters)