

**STACKS MANAGEMENT
STUDENT EMPLOYEE MANUAL
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APPENDIX 1: 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.

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 THE CIRCULATION SERVICES STUDENT SUPERVISOR 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 DESK AS SOON AS POSSIBLE IF AN EMERGENCY OR ILLNESS MAKES IT DIFFICULT OR IMPOSSIBLE TO EITHER WORK SCHEDULED HOURS OR FIND A SUBSTITUTE.

ROBERTA STUEMKE

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APPENDIX 2: TASK ASSIGNMENT PRIORITY LIST

This list shows the priority order in which tasks should be carried out in the Stacks Management subunit. Check the Student Manual for more information on specific tasks. Using this list to determine what you should work on, and in what order, you should always be able to find something appropriate to do during your schedule work time.

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.
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. **CURRENTS:** pick up, organize, and shelve current periodicals, to be done once on Weekdays, and once on either Saturday or Sunday
4. **BOUNDS:** pick up organize, and shelve bound periodicals; to be done at least once on weekdays, and once on either Saturday or Sunday
5. **CLEANUP:** different area to be done each weekday, as indicated on the Daily Duties Chart
6. **BROWSING ROOM:** On Monday, Wednesday, and Friday, shelve materials from the Leisure Reading Room (Browsing Room), and do a cleanup of the Browsing collections (fiction, nonfiction, periodicals, and games)
7. **QUARTOS:** On Tuesday and Thursday, shelve quartos and cleanup quarto shelves
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
9. **MICROFORMS:** collect and shelve all microforms kept on first floor (newspapers and Kraus Curriculum Guide collection)
10. **COMPACT STORAGE:** collect any Compact Storage items, and take them to the basement storage area

SPECIAL PROJECTS

AS POSTED ON THE STACKS MANAGEMENT COUNTER

ASSIGNMENTS FOR STUDENTS WITH ONE HOUR OR MORE LEFT TO WORK

1. **SHELVE MAIN COLLECTION:** shelve one truck
2. **SHELF SCAN:** current area as listed in the Additional Projects Shelf Scanning folder
3. **SHIFT:** only if you have been trained and approved for shifting
4. **SHELVE EMC:** only if you have been trained and approved AND there are more than 3 EMC trucks to be shelved
5. **ANY OTHER ADDITIONAL PROJECTS:** check instructions in the Additional Projects folders

ASSIGNMENTS FOR STUDENTS WITH LESS THAN ONE HOUR LEFT TO WORK

1. **SHELVE MAIN COLLECTION** – partial trucks
2. **ADDITIONAL PROJECTS:** check instructions in the Additional Projects folders
3. **STRAIGHTEN NEWSPAPERS**
4. **DUST CURRENT PERIODICAL SHELVES**

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APPENDIX 3: WHEN YOU ONLY HAVE A FEW MINUTES LEFT ON YOUR SHIFT ...

1. Are there Reference books on the wooden truck under the Bulletin Board? TAKE THEM OVER TO REFERENCE.
2. Are there books on the unit next to my workstation? SHELVES THEM ONTO STAGING.
3. Is your KRONOS record up-to-date? COMPLETE IT.
4. Are there books at Circulation waiting to go onto Staging? SHELVES THEM ONTO STAGING.
5. Are there papers in the "**To Be Shredded**" basket? SHRED THEM.

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APPENDIX 4: LIBRARY OF CONGRESS (LC) CLASSIFICATIONS

CALL NUMBER RANGE	<u>SUBJECTS</u>
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 5: BASIC RULES FOR READING LIBRARY OF CONGRESS CALL NUMBERS

1. The Library of Congress call number system arranges books in alpha-numerical order. Each call number begins with letters:

Q	QA	QB	QC -----	Alphabetical order
324	31	720	64	(single letters precede
<u>.B23</u>	<u>.L49</u>	<u>.D271</u>	<u>.P5</u>	double letters)

2. Within a given alphabetical group, books are arranged in numerical order:

QA	QA	QA	QA	
38	76	76.6	76.95 -----	Numerical order
<u>.N6</u>	<u>.F23</u>	<u>.R51</u>	<u>.A45</u>	(whole numbers)

3. Books are further arranged by the next set of letters and number. This number is preceded by a decimal:

QP	QP	QP	QP	
548	548	548	548	
<u>.L42</u>	<u>.M312</u>	<u>.M47</u>	<u>.M8</u> -----	Decimal numbers

4. Additional lines may continue the letter/number combination or indicate the year of publication.

Note: In the library's computer catalog, call numbers are written out in one line:
QA76.6.R51 1989

	Read call numbers line by line.
BF	Read the first line in alphabetical order (single letters precede double letters): <u>A, B, BF, C, D ... K, KF, KFW, L, LA, LB, M, ML</u>
294	Read the second line as a whole number: 1, 2, 4, 58, 100, 103, 109.4, 109.85, 1000, 2000, 2638 ...
.F53	The third line is a combination of a letter and numbers.* Read the letter alphabetically. <u>Read the number as a decimal: .F53 = .53, .F283 = .283</u>
1998	This is the year the book was published. Chronological order: 1998, 1999, 2002, 2005
	* Some call numbers have more than one combination letter-number line. For each line, read the letter alphabetically, and read the number as a decimal.

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APPENDIX 6 -- HOW TO ORGANIZE A BOOKTRUCK FOR SHELVING

- A. Take an empty truck from the "booktruck corral".
- B. Pick an area on Staging that is full enough to warrant filling a book truck. If you not sure there is enough, the average number of books per truck is 110; if you do not have at least 120 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 sections 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 book truck. If you don't have four full shelves of one of the above combinations, you probably do not have enough books in that combination to warrant organizing a truck. You can use the 120-book count to make a final determination if you are still not sure.
 2. Remember, there is more total room on Staging than there would be on all our book trucks. Also, since there is limited floor space available in the Stacks Management area, remember that full book trucks take up more space than empty ones.
 3. If patrons are seeking particular books, it is easier for the Circulation workers to find those books on Staging than it is to locate them on book trucks, especially if there are too many full book trucks crowded together in the limited floor space available.
 4. We can only get so much shelving done in a day, and if too many book trucks are organized unnecessarily, some 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 book trucks 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.**

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- 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.
- 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 that side, again working from left to right in call number order. Then, fill the second shelf on that side, working left to right in call number order. Finally, turn the truck around again, and fill the second shelf on this side, working left to right in call number order. This system prevents accidents caused by book trucks overbalancing due to having one side completely full while the other is completely empty. Even full-metal body book trucks 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 shelving.
- G. This truck must now 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 finish processing a truck, 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, or in the wooden divider on the shelves of the Stacks Management processing table.
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 on the Stacks Management processing table.
 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.

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3. The final step in processing a shelving truck is Double Checkin, where each item on the truck is checked in to make certain it wasn't missed when it was originally returned. 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; this makes the call numbers easier to read. As you put the books back on the truck, verify that they're in the correct order. Keep track of all the errors you find, either a book in the wrong call number order, an item that hadn't been checked in, or a due date card left in the card pocket. When the truck is completed, enter the appropriate information in the DOUBLE CHECKIN LOG, and put a green Double Checkin tag in the numbered pocket.
 - a. There are columns in the Double Checkin Log for recording all the information about the truck: collection, call number area, number of items on the truck, and all the various errors you have been keeping track of; please record everything properly.
4. If you don't have time to do the Double Checkin yourself, park the truck in the Double Checkin area and place a "TO BE DOUBLE CHECKED IN" sign on it.

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APPENDIX 7: ORGANIZING EMC PICTURE BOOKS AND FICTION

- A. The EMC has two collections that are shelved alphabetically, according to author's last name and then title. These are the JE (for Juvenile) or Picture Books, and the Fiction collection.
- B. In both of these collections, it is important to check both the cover AND the 'call number' or 'shelving' label. For these books, that label has the first two letters of the author's last name, OR the first two letters of whatever the book is supposed to be shelved as.
1. Since there may be two names on the cover – author and illustrator – it is important to verify which of those names to use, by comparing it with the shelving label.
 2. Occasionally, if the book is an anthology, the editor's name may be used, OR the book should be organized by the title. Again, verify this by checking the shelving label against the names and/or title on the book.
 3. It is also possible that a book that is a version of a particularly popular fairy tale or legend, such as The Three Little Pigs, again, should be organized by the title. Once more, the shelving label will show you the first two letters of the title, such as **Th** (for Three), to indicate where the book should be shelved.
 4. Another thing to check on the shelving label is a copy number: (c.2, c.3). First, locate any other copies OF THIS EXACT BOOK (author's full name, identical title). Then, the copies should be shelved in numerical order.
- Never just assume how one of these books should be shelved. ALWAYS CHECK THE SHELVING LABEL TO VERIFY THE SHELVING ORDER.
- C. Once you have determined what the book is supposed to be shelved under, be it author name or title, you must then determine if there are any other books that should also be shelved under the same author name or title.
1. If it is the author's last name that is the same, first determine if the author's first name is the same. If not, use the author's first names to determine proper alphabetical order.
 2. All books by the same author should be organized alphabetically by title.
 3. On some very rare occasions, you may find books that are different versions of the same popular tale or legend, with the same title, set to be shelved by that title. Again **Three Little Pigs** is an example. In a case like this, shelve the different versions alphabetically by author OR subtitle.

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APPENDIX 8: PERIODICAL USE STUDIES

- A. In order to make informed decisions about what periodical subscriptions to keep or cancel, or whether some bound periodicals should be placed in compact storage or withdrawn altogether, we will regularly be required to participate in a Periodical Use Study.
- B. For the Bound Periodical Use Study, there will be a binder containing a log of all the bound periodical titles. After you have collected all the Bound Periodicals that were used in the building, and organized them by title, count how volumes you have of each specific title, and record this information in the log. Then, shelve them,
1. You still need to keep track of the total number of bound periodicals you shelved, and record this in the Periodical Shelving Log. The Use Study Log doesn't tell me which individual worker shelved how many items on any specific day, and the Periodical Shelving Log doesn't show which titles have been used, so we need both logs.
- C. For the Current Periodical Use Study, we use a handheld scanner to record the number of issues of each specific title that we shelve.
1. The scanner is kept in a basket on one end of the Stacks Management counter. There is also a checkout log there, for you to record the date, your last name, when you took the scanner out, and when you returned it. Check the scanner out when you start the Current Periodical Daily Duty.
 2. When you have collected and organized all the current periodicals that need to be shelved, make a note of the total number of items you have, to be recorded in the Periodical Use Log. Again, we do this because the computer record from the scanner doesn't tell me which individual worker shelved how many items on any specific day, and the Periodical Shelving Log doesn't show which titles have been used, so we need to use both.
 3. Turn on the handheld scanner by pressing the aqua key in the lower left corner of the scanner. Carefully remove the stylus from its holder on the back of the scanner, and touch the 'Observer' logo on the screen. On the next screen, touch 'Start Scanning'. The program will initialize, any previously scanned barcodes will appear in the window, and 'Observer Scan Reader' will appear.
 4. Begin to shelve the current periodicals you have collected. On the shelves, for each title, there is a barcode. For each separate issue of the title you are shelving, scan that barcode once. For example, if you have collected and are shelved 3 issues of NEWSWEEK, scan the barcode for that title 3 times. To scan, press either of the aqua buttons on the top of the scanner. If the scan was good, the light will blink green, and there will be a high-toned beep. If the scan wasn't good, the light will blink red, and there will be a lower, flat-toned beep, and you will have to scan the barcode again.
 5. Continue until all the currents you have collected have been shelved.
 6. To turn the scanner off, use the stylus to touch 'End Observer'. Then, touch the =house= system, to return to the home screen. Push the aqua button at the lower left to turn the scanner off, and return the stylus to its hold.
 7. Return to Stacks Management. Record the TOTAL NUMBER OF CURRENT PERIODICALS SHELVED in the Periodical Shelving Log.
 8. Return the scanner to the Stacks Management counter, and record the time in the Scanner log.