

**STACKS MANAGEMENT  
STUDENT EMPLOYEE MANUAL  
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SECTION ONE -- PROHIBITED CONDUCT

- A. Work Performance
1. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions \*
  2. Loafing, loitering, sleeping or engaging in unauthorized personal business \*
  3. Negligence in performance of assigned duties \*
  4. Failure to fill out required logs and/or statistical forms as instructed
  5. Falsifying logs and/or statistical forms
  6. Failure to follow proper Stacks Management procedures as outlined in the Stacks Management Student Employee Manual
  7. Failure to follow the correct assignment priority order, unless specifically instructed to do otherwise
  8. Studying or socializing on work time
  9. Failure to read all notices posted on the Assignment Board and the erasable white Notice Board and/or to follow the procedures or instructions outlined in those notices
  10. Attempting to perform duties for which you have not been approved, unless you have been specifically instructed to do so
- B. Attendance and punctuality
1. Failure to report promptly at the starting time of a shift, or leaving before the scheduled quitting time of a shift without the specific approval of a supervisor \*
  2. Unexcused or excessive absenteeism \*
  3. Failure to notify a supervisor promptly of unanticipated absence or tardiness\*
  4. Excessive schedule changes; failure to follow any makeup schedule that has been arranged; failure to work at least 90% of scheduled hours over the course of a semester or to find a substitute to take your place if you cannot make up your scheduled hours
  5. Repeated failure to properly fill out and sign timesheets and update KRONOS within the specified time period
  6. Excessive or overlong breaks
- C. Use of property
1. Unauthorized possession or removal of University or another person's property \*
  2. Unauthorized use of library telephones
  3. Unauthorized examination of documents or papers that may reveal aspects of other students' records, examination of staff members personal papers, or otherwise violating other people's privacy

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- D. Personal action and appearance
1. Threatening, attempting, or doing bodily harm to another person \*
  2. Threatening, intimidating, or interfering with, or using abusive language towards, others \*
  3. Making false or malicious statements concerning other employees, supervisors, and students of the university \*
  4. Use of alcoholic beverages or illegal drugs during working hours \*
  5. Reporting for work under the influence of alcoholic beverages or illegal drugs\*
  6. Unauthorized solicitation for any purpose \*
  7. Inappropriate dress or lack of personal hygiene which adversely affects proper performance or duties or constitutes a health or safety hazard \*
  8. Failure to exercise good judgement, or being discourteous, in dealing with fellow employees, students, or the general public \*
  9. Carrying and/or consuming food and drink in violation of library regulations - snacks and/or beverages are permissible only in the Access Services break/meeting room
  10. Use of a personal stereo/radio with volume turned high enough for others to hear
  11. Loud and/or frequent conversations with patrons or other student employees in public areas of the library
  12. Failure to notify the library of address and/or telephone changes
- E. Any combination of these violations could result in the terminations of your employment. Violations will be noted either in routine evaluations, conferences with the Stacks Manager, or in Disciplinary Warnings from the Student Supervisor. If you have any questions about these work rules or about any specific violations listed on your evaluations, please arrange to meet with the Stacks Manager and/or the Student Supervisor to discuss them.
- F. An asterisk (\*) indicates a Work Conduct Rule that also applies to the classified staff of the University of Wisconsin-Oshkosh. Throughout your working life, wherever you are employed, you should expect to have specific rules regarding your conduct in the workplace, and your adherence to these rules will be seen as an important indicator of your abilities and your value as an employee.

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SECTION TWO -- ATTENDANCE RULES

- A. Anticipated absences and/or schedule changes **MUST** be reported to Roberta Stuemke or to Eric Graczkowski as soon as possible, preferably with the name of a substitute who will work your missed hours. Changes should also be listed on the calendar next to the Activity Log on the Stacks Management counter. Depending upon the reasons for the absence, and any budget constraints that may be in place, you may be allowed to schedule makeup time for some or all of your missed hours, but if you fail to follow the makeup schedule, you cannot reschedule and/or you may receive a Disciplinary Warning.
- B. Unanticipated absences and/or schedule changes **MUST** be reported within 24 hours of the first hour missed.
- C. If a makeup schedule is allowed, it **MUST** be set up within 24 hours of the first hour missed, and the time should preferably be made up by the end of the next pay period. Abuse of this practice will result in denial of makeup privileges and or a Disciplinary Warning.
- D. Absences that are not reported within the appropriate time periods will be listed as UNEXCUSED. If there are extenuating circumstances, you must meet with Roberta as soon as possible to explain those circumstances in order to avoid having an Unexcused Absence attached to your record.
- E. Four Unexcused Absences during one semester, or Six Unexcused Absences over the course of a full school year, could be grounds for dismissal or non-rehire.
- F. Your overall attendance must stay at 90% or above, or you will drop to the bottom of the rehire list for the next semester. Even if a substitute is found to work your missed hours, those hours will still be counted when computing your overall attendance rating, so **keeping your schedule changes to a minimum is important**. If you agree to be a substitute for someone else, this time will be counted when computing your overall attendance rating, which is something to keep in mind if you need to pull your rating up. Attendance below 75% for a semester will be grounds for dismissal unless sufficient reason for the poor attendance is presented.
- G. An "absence" is defined as missing one particular day's scheduled hours. In other words, if you are scheduled to work hours on Monday, Wednesday, and Friday, and you miss the entire week, it counts as three absences. Therefore, all three must be reported; in the case of a serious illness, family emergency, or class project, if notification is received within 24 hours of the first absence and includes notice for any other days in that week, you will be taken off the schedule, so no absence will be recorded. However, you must make special arrangements if you wish to make up the missed time. If you will miss hours again the next week, even if it is for the same reason, you must report it again.
- H. All employees in danger of dropping below the 90% attendance mark will receive a warning. However, ultimately it is each employee's responsibility to keep track of hours missed and makeup schedules when allowed.

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- I. If you agree to substitute for a fellow student employee, failure to abide by that agreement will count as an Unexcused Absence.
- J. Leaving a telephone message giving the hours missed is sufficient notification for last minute absences due to illness, family problems, or any emergency. The Stacks Management telephone number is (920) 424-7323. The Circulation/Reserve telephone number is (920) 424-3320; please listen carefully to the voice mail and follow the instructions given. If it is absolutely necessary, Roberta's home telephone number is (920) 426-0521 - PLEASE reserve this option for emergencies only. Write these numbers down so you have them handy if you need them.
- K. Other ways to meet the notification requirement are to leave notes on the calendar next to the Activity Log and/or on Roberta's computer terminal, or to send an email notification to [stuemke@uwosh.edu](mailto:stuemke@uwosh.edu). Indicate which date you will be absent, and the hours, and then indicate if you found a substitute or if you are requesting a makeup schedule. If there is a specific problem about your schedule that you wish to discuss with Roberta, let her know and arrangements can be made for a conference. If you use this method of notification, you must also notify Eric Graczkowski by phone or email.
- L. To be fair, before the decision is made to dismiss or refuse to rehire someone, the situation will be discussed with the Eric Graczkowski as Student Supervisor, the Coordinator of Access Services, and/or the Library Office, but the final decision will be Roberta's
1. PERSONAL NOTE FROM ROBERTA STUEMKE:  
I have tried, and will continue to try, to take extenuating circumstances such as long-term illness into account, and also to reward honest effort wherever possible. Stacks Management has always had one of the most flexible scheduling arrangements in Polk Library. I would like to be able to keep things that way. However, frequent absences and/or schedule changes, especially for unidentified or marginal reasons, could eventually lead to a situation where I might as well not have a schedule, and I cannot operate efficiently that way. Also, due to state budget problems, it is conceivable that I could at any time be told not to allow any makeup at all. PLEASE don't make me have to get harsher, always requiring a replacement/substitute to work the exact hours missed and never permitting the makeup of missed hours; measures like that should not really be necessary. How hard is it to leave a note on my calendar, or to leave a phone message? Off-campus jobs would certainly require notification. Schedules are a fact of life, from the moment you start elementary school until you reach retirement, so you might as well get used to them now.
- M. Returning employees should turn in at least a tentative schedule to the Access Services Student Supervisor at the end of the current semester. Even though there may be changes made later, this will give us all some idea what the new semester's schedule will be like. At the very least, a schedule **MUST** be turned in by the end of the first week of the new semester, or your hours may be given away.

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SECTION THREE -- GENERAL INFORMATION

- A. This is the instruction manual for all student employees assigned to Stacks Management. Over the course of a semester, there may be updates to the manual that you will be asked to read. Also, you may be asked to review certain procedures at various times throughout the semester.
- B. All Stacks Management students report to me, Roberta Stuemke, on all questions pertaining to Stacks Management. For questions pertaining strictly to scheduling and to hours, report to the Access Services Student Supervisor, Eric Graczkowski.
1. Occasionally, you will be requested to meet with either me or Eric. The message will either be relayed verbally or via a message left in an envelope on the Activity Log, and you will be expected to set up this meeting as soon as possible.
  2. If you encounter specific problems that require an immediate answer, during hours when I am not working, you may ask any of the other Access Services full-time staff for help.
- C. Even though Stacks Management is not a service point, you are still expected to keep to your schedule. Please start and finish on time, keep schedule changes to an absolute minimum, and notify me as soon as possible if a change is necessary. Notification of schedule changes, if at all possible, should be in writing, either in a note left taped to my telephone or written onto the desk calendar on the Stacks Management Counter along with the name of your substitute or a request for a makeup schedule.
- D. You are expected to work the full number of hours for which you scheduled. Hours missed should be made up during the same pay period if at all possible, and the makeup schedule must be approved by me. This of course does not include days when the library is closed for holidays and breaks, or for days when school is not in session and therefore the dormitories are closed; hours missed for these reasons do not have to be made up. If you find that the number of hours you scheduled for does not allow you sufficient time for classes and studying, please see Eric Graczkowski to arrange an alternate schedule, or find another Stacks student who could work extra hours to make up for what you missed. This is the only way Access Services can maintain a regular budget as mandated by Library Administration. If too many hours are missed without substitutes or makeup, there will be too much money left at the end of the fiscal year, which will be interpreted by both library and university administration as meaning that we had more money for student employment than we needed, which is rarely the case. Therefore, PLEASE try as hard as you can to work the full number of hours you have scheduled for.
- E. I know there are some jobs available on campus, even here in the library, where occasionally studying on work time is permissible. Stacks Management is NOT one of them. You are expected to work, not to converse with friends, study, etc. You are allowed a certain amount of time for breaks; if you wish to discuss things with some friends in the building, please do so on your break, wherever possible. If this isn't possible, please keep the conversations to an absolute minimum, keep the volume down, and limit the conversations to those that are really important. Patrons and staff from other areas do notice and report such things, and they do complain, so this is for your own protection. Cell phones should be kept with your other possessions in the coat rack area behind my desk, and they should be turned off while you are working to avoid distracting co-workers and patrons.

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- F. All Library student employees are responsible for filling out their timesheets properly and on time. Timesheets are kept on the podium at the rear of the Circulation/Access Services area, near the staff desk area. You will need to fill in your name, category - Work Study or Student Assistant - and department - Access Services. Then fill in the required information for each week. Each pay period is two weeks long; each week begins on Sunday, and Sunday's date should be used for Week # -- Beginning. In the box for each day, indicate the actual time worked (1:30-3:30, etc.), and the total number of hours. At the end of each week, give that week's total, and then give the total for the pay period. Sign the timesheet right away. Timesheets MUST be completed by 3:00 pm on the second Thursday of the pay period; if you are scheduled to work past that time, you will have to list those hours as though you have already worked them. After your signature, indicate the date of the last day you are scheduled to work in that pay period. Use only one timesheet even if you work both Circulation/Reserves and Stacks Management.
  
- G. Student employees are also responsible for keeping their worktime records on KRONOS up-to-date and accurate. You will be trained for KRONOS; after the training, it is your responsibility to keep these records current and to have everything completed by the second Thursday of each pay period.
  
- H. For each pay period, YOU WILL BE PAID ONLY FOR HOURS LISTED ON THE TIMESHEET AND RECORDED ON KRONOS, so to avoid unnecessary delays in receiving your paycheck, have everything filled out correctly and signed, ON TIME!
  
- I. Your performance may be evaluated at any time during the semester. Read the evaluation carefully; if you have any questions about it, arrange to meet with me. Otherwise, sign my copy of the evaluation and return it to me. You may keep the other copy for your own records. The evaluation may cover any combination of schedule changes, absences, shelving accuracy, total hours used and total remaining, percentage of scheduled hours worked versus hours missed, and work performance. Evaluation results could be used to determine who gets rehired, since student employment funds are very tight.
  
- J. The Stacks Management area begins with the line of file cabinets and the Problem Truck behind the Circulation/Reserves staff desk area. It includes the outdoor newspaper drop and its bulletin board, the Stacks Management bulletin board and white Notice Board, the Stacks Management counter, the worktables that form an L-shaped area combined with the counter, my own desk area on the north wall, and the free floor space against the south wall and in the center of the area, where full booktrucks are parked. Behind the area are a shelving unit for supply storage, the 'corral' for empty booktrucks, the Copier Support paper supply area, the office of the Access Services Coordinator, the breakroom, and the coat hooks on the east wall.

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1. When you are working, you can leave personal possessions in the area around the coat hooks attached to the east wall next to the Break Room. Since patrons are not allowed anywhere in this area, your possessions are reasonably safe.
  2. The Stacks Management counter and the shelves beneath it have several uses. Along with the worktables, this space houses the Search Box; the Combined Logs binder containing the Activity Log, Periodical Shelving Log, Unchecked Shelving Log, the PickUp/In-House Use Log, and Newspaper Processing Log; Student Employee badges, space for new microforms waiting to be shelved, and a stand for special notices. There is a wooden unit that houses various signs and blank forms, the Accuracy Checklist envelope, and the box for Completed Forms. There are copies of this manual; the Quick Reference guides; a box for the Call Number card tests, file boxes with blank Self-Training Guides and a basket for completed Guides. The entire bottom shelf is used for general supplies, including dusting cloths and other cleaning supplies, and, next to the worktables, many of the newspaper processing supplies. Magazines for the Discarded Magazines box, and old Oshkosh Northwesterns being held until the microform copies arrive may also be kept here.
  3. Empty booktrucks should be kept in the corral area behind the storage shelving unit. Full booktrucks should be parked in the center of the Stacks area, with the number card pocket facing forward.
  4. There are several locations in the Circulation/Reserves area that you should be familiar with. The two shelving units at the north end behind the counter are the Staging Shelves, for Main Collection books to be reshelved. The Staging areas for the EMC, Browsing Room, Neumann and Putney collections, and quartos are all located on the shelving units next to the glassed-in wall. There are various drop points for materials from other parts of the library.
- K. Before you go upstairs to begin an assignment, use the Stacks Management Activity Log to indicate exactly what you are doing and where. It is important to fill this log out accurately and consistently. This way, if we are ever asked to locate you, we can do it easily. Also, if there is ever a question about the hours claimed on your timesheet, the activity log may be the only way I can verify your hours. I will not always be around for the start or finish of your shift, and Circulation/Reserve staff are not responsible for keeping track of Stacks students. **IF YOU HAVE NOT FILLED OUT THE LOG**, there may be a delay in getting your full paycheck, or you may not get paid for the disputed hours.
1. If you are scheduled to work in Stacks, but are instead asked to help either Circulation/Reserve or Interlibrary Loan, **YOU MUST STILL MAKE THE PROPER ENTRY IN THE ACTIVITY LOG**. Your department will be Stacks; your activity will be either Circ/Reserve or ILL.
  2. If you are scheduled for Circulation/Reserve or Interlibrary but are instead asked to help in Stacks, indicate in the Log that your department is either C/R or ILL.
  3. If you are specifically assigned to Shelf Cleaning when you are not scheduled to work in Stacks Management, **YOU DO NOT NEED TO MAKE AN ENTRY IN THE STACKS ACTIVITY LOG**. If, however, you are scheduled for Stacks and I choose to assign you to do shelf cleaning, you make a normal entry with shelf cleaning as your activity.

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- L. There are Stacks Management student employee nametags in a box on Stacks Management counter, kept in alphabetical order. Your name appears **ONLY** on a label on the back of the tag, not on the front, to protect your privacy. **YOU ARE EXPECTED TO WEAR A NAMETAG WHENEVER YOU ARE WORKING**, so patrons can easily identify you as an employee if they need help, even though they will be unable to identify you by name.
- M. You are expected to check the erasable white Notice Board daily. These notices will be dated, and because space is limited, most notices will not remain on the board longer than one week. **READ all notices, or you may miss very important information. YOU WILL BE HELD RESPONSIBLE FOR ALL INFORMATION POSTED ON THIS BOARD!**
- N. There are several Stacks Management duties that must be done regularly if we are to succeed in maintaining proper order on the shelves. These duties are listed on the **DAILY DUTIES CHART**, posted on the Stacks Management bulletin board, along with a list of other tasks in priority order.
1. There is an erasable chart used for Daily Duties, which is wiped clean for new use every Monday morning. On the chart, there is a box after each task listed. Look at the list for the appropriate day of the week. If there is nothing marked in the box for a specific task, use the erasable pen kept next to the bulletin board to mark an "X" in the box. Indicate in the Activity Log that you are performing this task, and complete the task. In this way, we can tell at a glance which of these Daily Duties have been completed and which haven't; remember, these tasks take priority over all other Stacks Management duties.
  2. Also check the list from the previous day. If any of the duties marked with an asterisk (\*) did not get done, do those before you begin the present day's duties. These are tasks that vary from day to day, and if they are not done as scheduled, they could remain undone for another week, which makes the task even harder to do.
  3. When the Daily Duties are done, check for notes under the sign **SPECIAL ASSIGNMENTS** on the Notice Board. These are any special tasks that I need done. They may include shelfreading, spot-shifting or straightening particularly messy areas in either Periodicals or the regular collection; searching for specific library materials; etc.. I will try to make these notes as specific and complete as possible. Remove the note, date and initial it, and leave it in the box in the wooden divider unit labeled **COMPLETED FORMS**.
  4. If you spot a particular situation in either the Periodicals stacks or the regular collection, that you feel requires immediate attention, and you don't have enough time remaining in your own shift to clear the problem up yourself, you can post a **SPECIAL ASSIGNMENT** note yourself, so the next students in can work on the problem. Just make the note as precise and complete as possible, so the others can easily find the right location and see what is wrong.
- P. Once the Daily Duties and the Special Assignments have been completed, you may begin on the other routine Stacks Management duties. There is a **JOB ASSIGNMENT PRIORITY LIST** posted next to the Daily Duties that provides a brief description of each of these tasks, in the order in which they should be done. After the Daily Duties and Special Assignments, the priority order is determined partially by the amount of time you have left on your shift.
1. If you have more than one hour left to work, the tasks you should concentrate on are, in priority order: **SHELVING BOUND PERIODICALS, SHELVING MAIN COLLECTION, SHIFTING** (if you have been trained and approved for shifting), **ADDITIONAL PROJECTS**, and **SHELFREADING CURRENT or BOUND PERIODICALS**.

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2. If you have less than one hour left, the tasks to concentrate on are, in priority order: ADDITIONAL PROJECTS, MICROFORMS, SHELFREADING MAIN COLLECTION, SHELVING MAIN COLLECTION (partial trucks only), SHELFREADING BOUND PERIODICALS, STRAIGHTEN NEWSPAPERS, and DUSTING CURRENT PERIODICAL NEWSPAPER SHELVES.
  3. DO NOT proceed with a shifting project unless you have been specifically trained to shift. If you have not been so trained, simply return to shelving or the priority list for student employees with less than one hour remaining to work.
  4. Occasionally, we may reach a point in a semester when the sheer volume of returned and in-house-use books and periodicals makes it necessary to change the priority list, usually by eliminating shelfreading and/or shifting unless you have been specifically told to continue those activities. If this situation occurs, I will post a notice on the white Notice Board informing you of the change in priorities. Remember, at all times in the semester, the DAILY DUTIES and SPECIAL ASSIGNMENTS have top priority.
- P. To sum up, in order to decide what work needs to be done, follow this priority order: Daily Duties; Special Assignments; Shelving Bound Periodicals, Shelving Main Collection, Shifting and Shelfreading Current or Bound Periodicals (as long as you have one hour or more remaining to work); Additional Projects, Microforms, Shelfreading Main Collection, Shelving partial trucks, Shelfreading Bound Periodicals, Straightening Newspapers, Dusting Current Periodical Shelves (if you have less than one hour remaining). By following this system, you should always be able to determine what you should be working on, without having to search for me or ask staff from other areas.
- Q. To avoid going through the Circulation/Reserves area any more than necessary, it is best to enter through the door directly into the Stacks Management area. The door at the far end of the entire area can be used as an exit only; you cannot use this door to enter the area.
- R. There are various statistics you will be asked to collect for me throughout the year. I know counting books, periodicals, and microforms is somewhat tedious, but rest assured that I wouldn't be asking for these or any other statistic if I didn't need it. I hate having to nag about recording your counts in the correct logs, SO PLEASE REMEMBER TO USE THE LOGS CORRECTLY AND CONSISTENTLY!
- S. Always remember that while you are working, you are a representative of the library. The attitudes that patrons form about the library could in part be influenced by your behavior. Be courteous to patrons; if they ask for help, try your best to assist them or, if you cannot answer their questions easily, refer them to either the Reference Desk or to Circulation/Reserves. We do occasionally get reports from patrons about your student workers, and these reports ARE taken seriously, in most cases. If you have difficulty with a patron, report this to a staff person as soon as possible. Always try to give our patrons a good impression. As far as the patrons are concerned, the library is only as good as the materials they are easily able to find and use; keep this in mind while you work.

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1. It is permissible to use a Walkman-type personal stereo or radio while you are working in the stacks, but only with a good set of earphones, and then be sure that the volume is low enough that you and only you can hear it. Remember, earphones do "leak" noise if the volume is on too high, so PLEASE keep it turned low.
  2. If you need to converse with another student employee, keep it short and keep the volume low. NEVER have these conversations in those areas designated for Quiet or Silent study (Putney/Scholar's Lounge, Third Floor North) – move out of the area first. Also, if you are helping a patron, try to keep your voice as low as you can and still provide the necessary assistance.
  3. Although casual clothing is not only permissible but recommended, be sensible about it - torn jeans and/or no shirt are not appropriate.
- T. If you encounter any problems you wish me to be aware of, and I am not around, you can leave a note taped to my telephone or my computer terminal, or pinned to my chair. If you feel that your message needs immediate attention, check the envelope tag on the divider next to my work station to verify that I am in the building; if I am, have me paged; if not, you will have to leave a written message.
1. If you ever feel the need to meet with me, for whatever reason, and I am not around, leave a message for me indicating what times you will be available, and I will set up an appointment.
  2. Please remember that even if things get so hectic that I forget to say it, I do appreciate the efforts made by student employees, and I do value your ideas and suggestions, even if I can't always implement them. Occasionally, when I'm backed up with work, I may seem impatient or angry; please understand that I'm not upset with you, I'm just busy and feeling a little distracted. Your understanding is very much appreciated.
- U. One last note: all too often, in libraries, shelving and picking up come to be considered as less essential, not very 'prestigious' duties, when compared to those jobs providing direct patron service. Nothing could be further from the truth. A library, no matter how well equipped or how extensive its collection may, is of little use to patrons if they cannot find the material they need. It is VERY IMPORTANT that books and periodicals be reshelved as rapidly and accurately as possible. You may not be waiting on patrons, but you are providing service. NEVER consider yourselves or your work as 'lower ranking' or any such absurdity because you reshelve materials. To shelve both accurately and rapidly requires concentration, knowledge, and skill. TAKE PRIDE IN YOUR WORK!

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SECTION FOUR -- INTRODUCTION TO CALL NUMBERS

- A. Polk Library uses the LC (Library of Congress) classification system for organizing books on the shelf in the Main Collection, Browsing Room, the Neumann and Putney Collections, and in several areas of the Educational Materials Collection. Each book is assigned a unique call number, which acts like an address, telling us where the book should be located in the library. These numbers follow a set pattern, starting with a letter or combination of letters that have been assigned to a specific subject area. The next line is usually a number, followed by a line with a letter and a number, and so forth. To put the call numbers in proper order, read the first line and organize alphabetically, letter-by-letter. If the first lines are exactly the same, go to the second line and organize numerically. If the first two lines are exactly the same, go to the third line, and organize both alphabetically and numerically. Continue in this manner, line by line, until you find the first line with a difference.

EXAMPLES:

HB	HB	LB	LB	LB
119	119	1576	1576	1576
.A3	.A5	.A2	.A28	.A29

- B. One basic rule of this system is: Nothing Before Something. Therefore, a book with a call number beginning with H will come before a book with a call number beginning with HB. This rule holds true throughout the call number, always going line by line.
- C. When there are different editions or multiple copies of the same book, volumes in a set, or books in a series, the basic call numbers will be identical, but each one will end with a line indicating the copy number, the edition year, the volume, etc.. These should be put in numerical or chronological order. Remember, NOTHING BEFORE SOMETHING.

EXAMPLES:

AP	AP	H	H	HV	HV	PQ	PQ
4	4	63	63	6035	6035	2161	2161
.S75	.S75	.E75	.E75	.V6	.V6	.C6	.C6
v.1	Index		c.2		1979	v.3	v.7

Again, simply compare line by line until the call numbers are different, and follow the rules for alphabetical, numerical, and/or chronological order. Note that indexes go at the end of a set.

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- D. Another basic rule involves the decimal point in the third line. This is a decimal point, and it acts like a decimal point, which will affect the numerical order for all numbers following the decimal point, including numbers on subsequent lines.

EXAMPLES:

PN	PN	PR	PR
56	56	5881	5881
.R27	.R4	.R7	.R7
		M32	M5

In the first of the above examples, .R27 comes before .R4 because .27 is a smaller number than .4. In the second example, .R7 M32 comes before .R7 M5 because .32 is a smaller number than .5.

If you find yourself having difficulty with this, there are some tricks you can use. The first one is to add zeroes to the numbers after the decimal point to make the number of digits equal, and then it will be easier to see which number is actually smaller (remember, the rules of mathematics dictate that adding zeroes on the end of a number after a decimal point does not affect the value of that number). Another trick is to go line by line UNTIL you reach the decimal point, and then go digit by digit, stopping as soon as you find a difference; whichever of the numbers is smaller at this point will come first.

- E. Some areas have special patterns. Again, remember the basic rule of Nothing Before Something, and you should have little trouble.

The K section is one of these areas. At the beginning of the section are call numbers with nothing in the second line; later, the section returns to the usual pattern, and then, later still, has some call numbers that start with 3 letters.

EXAMPLES:

K	K	KF	KFC
		545	54
.F45	.T13	.Z95	.B87
		L4	

Note that the KF number comes after all the K numbers, including the K.F numbers. Also, the KFC number comes after the call numbers beginning with two letters. This all follows the line by line and the Nothing Before Something rules.

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- F. There are other areas that occasionally have different lines. Most of these can be organized numerically.

EXAMPLES:

E	E	G	G
321.2	321.2	202	202
12 <sup>TH</sup>	16 <sup>TH</sup>	1682	1743
.A41	.A36	.B12	.A3

Note first that a decimal point appearing in the middle of a line is valid for that line only; it does not carry over to subsequent lines like a decimal point at the beginning of the second, third, or fourth lines. Next, note that you simply compare lines until you find the first difference, and organize the call numbers from that point.

- G. Occasionally, you may encounter call numbers that have two different lines beginning with decimal points. For these, following the line by line and Nothing Before Something rules should guide you through.

EXAMPLES:

HD	HD	HD
5325	5325	5325
.A82	.A82	.A82
1934	1936-37	J44
.T65	.F5	1986
1988		

With these three call numbers, note that the difference first appears in the fourth line. The first two numbers have a year in the fourth line, while the last one has another letter-number combination. Therefore, the first two books appear to have the same basic call number: HD5325 .A82, and are then organized in chronological order by the year appearing in the fourth line. Another item with the same basic call number followed only by a year would also be organized in chronological order by the year because this is the line where the first difference appears. The third example above goes after the others because it has a longer basic call number, adding J44 after the .A82, so using the Nothing Before Something rule, this book would come after the two with HD5325 .A82 as the basic call number. The final result of the line by line rule is that it really doesn't matter that the first and second call numbers have an additional decimal point in the fifth line, because you have already determined that the difference occurs in the fourth line and you decide the proper organization at that point.

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- G. The PZ section is also a little different. These are fiction books, and all books by the same author will have the same basic call number, ending with a line constructed from the title. Use this last line to organize books by the same author in alphabetical order.

EXAMPLES:

PZ	PZ	PZ	PZ
3	3	3	3
.M583	.M583	.R396	.R396
Co	Dr	C1	C12

If you remember the rule of comparing line by line until you find the difference, and the organizing from that point, the PZs should give you no trouble.

- H. Some areas of the PS section also present difficulties, simply because there will be long call numbers with the only difference appearing near the very end. These are literature books, and all books about a particular author or literary figure will be grouped together. The following examples are all books about Ernest Hemingway.

EXAMPLES:

PS	PS	PS	PS	PS
3515	3515	3515	3515	3515
.E37	.E37	.E37	.E37	.E37
Z577	Z58234	Z5826	Z5843	Z584413
	1988	1983		

In this section, you must be very careful to go line by line, or even digit by digit, remembering the decimal point rules. It is very easy to make mistakes here, so concentrate.

- I. Some call numbers have a decimal point in the middle of a line. Use regular numerical order for these, i.d., 8, 8.5, 9, 9.2, 9.4, etc.. The Nothing Before Something rule also applies here.

EXAMPLE ONE:

QD	QD	QD	QD
31	31	31.2	32
.F42	.F7	.F56	.F3
1965	1956		

EXAMPLE TWO:

QA	QA	QA	QA
76.76	76.76	76.9	78
.P2	.P2	.C65	.A46
L425	L44	S92	1955
1985	1982	1980	

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- J. Remember to use normal numerical order for the second line of a call number - watch carefully here.

EXAMPLES:

DK	DK	DK	HQ	HQ	HQ
27	28	275	76	76	763
.G9	.A83	.K5	.T4	.W4	.U5
		A32		1968	G37
					1987

- K. In our collection, oversized books that are too large for the regular shelves are called 'quartos', and are shelved in separate stacks on each of the Main Collection's three floors. This is indicated on the call number by a lower "q" at the start of the number. Note that this does not mean the book should be shelved with the Qs, but with the other quartos. DO NOT shelve a qM with the QMs; it belongs with the quarto Ms.
- L. Although the number 0, or zero, may appear within a call number, it is never used to begin a line. The letter O will sometimes appear at the beginning of a line, but never in the middle of a line. Since these two symbols can easily be mistaken for each other, be sure to make this distinction between them.

EXAMPLES:

PA	PR
3829	6045
.O8	.O72
Z886	
1982	

In the first example above, the third line will read: decimal point, letter O, numeral 8. Since the symbol appears at the beginning of a line, you know it must be the letter O rather than the number 0, or zero. In the second example, the second line reads six thousand forty five, and the third line reads decimal point, letter O, numeral seventy two. Since the symbol appears in the middle of the second line, it must be a zero there, and since it appears at the beginning of the third line, there it must be the letter O.

- M. There are undoubtedly other variations that I haven't outlined here. If you keep the basic rules in mind, work carefully from line to line or, where necessary, digit to digit (only after the decimal point), and follow standard alphabetical, numerical, and chronological order, you should be able to figure these out as you encounter them.

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SECTION FIVE -- INTRODUCTION TO PERIODICALS

- A. A periodical is any item produced in sequential parts and intended to continue indefinitely. Even if a title ceases publication after the first issue, it can be considered a periodical if the publisher originally intended to produce it indefinitely. Periodicals are also sometimes called serials, magazines, newspapers, journals, newsletters and bulletins, among other terms.
1. Polk Library has approximately 1,800 periodical titles.
  2. The periodical collection is divided into current and bound periodicals, newspapers, and microforms.
- B. There are several Periodicals Holdings Lists located throughout the library. These printouts are in standard white binders; copies can be found in Reference, at Circulation/Reserve, and in the Bound Periodical section on Second Floor South.
1. The listing is in alphabetical order by title. If the title of a particular periodical has changed, or if we shelve it differently than the title is usually cited, the Holdings List will include a note telling what precise title to check under for complete information.
  2. Beneath the title will be a brief location statement. *Periodicals* indicates a title that we are still receiving, so newer issues may be in Current Periodicals and older volumes are in Bound Periodicals. *Per-Bound* indicates a title we are no longer receiving; all volumes are in Bound Periodicals. *Docs-Periodicals* indicates a title kept in Government Documents. *Per-EMC* indicates a title kept in the EMC. *Per-Microfilm* indicates a title kept on microform. *Per-Electronic* indicates a title that is available online through the library OPAC.
  3. The microfilm collection is located on first floor north, next to the Educational Materials Collection (EMC). Reader/printers are located in this area, with other machines located in Government Documents, on third floor south.
  4. There are also entries in the Holdings List indicating which issues or volumes of a particular periodical are missing, and whether the title has been changed.
  5. Each Holdings List also contains a "Bindery List", that identifies which volumes or issues of a specific periodical have been sent away to be "bound", along with the date the newly bound periodicals are expected to arrive. These volumes or issues are not immediately available; patrons needing them before the expected arrival date of the newly bound items may request specific articles on Interlibrary Loan.
  6. The most accurate and up-to-date holdings information is available through the Polk Library Online Public Access Catalog (OPAC). Periodical information can be accessed on the catalog by doing a Basic Search by Journal Title. If patrons have questions about how to access this information, send them to the Reference Desk.
- C. "Current Periodicals" are unbound issues of titles the library currently receives.
1. The current periodical section is located on first floor south, on the far left hand side of the room, across from the reference collection.
  2. Titles are arranged alphabetically. Presently, the periodicals are stacked on flat, open shelves, with the most recent issue on the top of the pile.
  3. Depending on the frequency of publication - weekly, monthly, biannually, etc., current periodicals usually cover between three and twelve months. Some titles are purchased infrequently, and therefore it is possible that the previous year's issues may still be found with the current journals.

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- D. "Bound Periodicals" are located on second floor south, on the west side of the room, and are also arranged alphabetically by title.
1. Depending on the frequency of publication, a bound volume contains several individual issues covering a period of about three to twelve months or more. By September, many titles will already have bound volumes for the first six months of the year. Periodical title, volume number, and often dates are listed on the spine of each bound volume.
  2. Occasionally, you may encounter a periodical that used to be shelved under a slightly different title; most of these were journals of a particular association. We used to shelve these as "name of association" Journal, and now we shelve them as Journal of the "name of association". Some sets were too large to completely shift to the correct title, so older volumes are shelved in the old way and newer ones are shelved in the new way. There should be labels on the shelves telling you where the other volumes are shelved, and what volume number the change occurred at.
- E. Newspapers are located on first floor south, on the far west side of the room.
1. The most recent Sunday issues of several papers are kept in a small display rack on the south wall, just before the door to the Interlibrary Loan Office.
  2. Other issues are kept in bins arranged along the southwest wall, in alphabetical order, with the titles displayed prominently on each unit. These bins are built so that the most recent issue can be kept upright in front, held up by an elastic band. To find the remaining issues, current month and one previous month only, simply lift up the front; the other papers will be stacked on shelves underneath. Papers should be arranged by date with the oldest one on the bottom. Some titles require two full bins; one will contain the current month, separated into two piles by date, and the other will contain the previous month, also separated into two piles.
  3. Older issues of the following newspapers are available on microfilm:  
CHRISTIAN SCIENCE MONITOR                      MILWAUKEE JOURNAL-SENTINEL  
NEW YORK TIMES                                      OSHKOSH NORTHWESTERN  
WALL STREET JOURNAL                              VARIETY
- Until the microfilm arrives, paper copies of the older issues of these newspapers are kept in a cabinet near to the sink on the north end of the Stacks Management area. They should be kept in alphabetical order by title, and within each title, in order by date.
4. The book review and magazine sections of the Sunday New York Times are located with the current periodicals on first floor south.
- F. Over a dozen popular magazines and one newspaper, USA TODAY, are kept in the Browsing Collection, housed in the Clausen Reading Room, on second floor north.
- G. The EMC also houses a small periodicals collection, mostly titles related to primary and secondary education.

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- H. Periodicals on microfilm are housed in large cabinets at the south end of the EMC, along with various collections of books and documents kept on either microfiche or microcard. The cabinets are labeled as to what type of material and which titles are filed in each drawer, and the periodicals are arranged in chronological order. Patrons requiring assistance with the microform collection can receive help at the Circulation/Reserve Desk or can be referred to me.
- a. When reshelving microfilm, please be very careful to keep newspapers, periodicals, and books separate - DO NOT shelve rolls of newspaper on microfilm with the periodicals on microfilm, for example.
  - b. Write the local accession number on each box of new microfilm before shelving it. To determine the number, check the previous boxes, allow for any missing volumes prior to the one you are shelving, and use the next number in the sequence, written with a felt-tip pen. NOTE: We are no longer writing accession numbers on boxes of OSHKOSH NORTHWESTERN.
  - c. We use colored stickers to mark whether a particular title of microfilm is a periodical/magazine or a newspaper. Yellow indicates a newspaper title, and blue a periodical title. The boxes of dot stickers are with the newspaper processing supplies. When shelving new microfilm, once you have determined which kind of title you have, place an appropriately colored dot on each box, just above the title.
- I. The microform area also houses a large microfiche collection known as ERIC documents. These are educational documents collected and published by the federal government. Each individual document has a specific call number that consists of the letters ED followed by two 3-digit numbers, which is located on the upper right hand corner of each page of microfiche. Directly beneath this call number will be a phrase that indicates how many pages of fiche this particular document has, and where in the sequence this particular page belongs. For example, "1 of 3" indicates that this is the first page of three. This phrase will be included even for those documents that only have one page: "1 of 1".
- J. Another microfiche collection housed in the microform area is the Kraus Curriculum Guide Collection. These are school curriculum guides. Again, in the upper right hand corner of each individual fiche there will be an identifying call number. In this collection, the call number includes a letter code that identifies the subject area, such as ABE for Adult Basic Education or ENV for Environment and Ecology, and then a number. Within each subject area, the individual guides are kept in numerical order. Before reshelving an envelope from this collection, make sure that the correct number of fiche are there; beneath the call number there will be a code like "3 of 5", which indicates that there should be 5 pages of fiche in this particular envelope. If a page is missing, check the reader/printer area. If you can't locate the missing page, bring the envelope to Roberta.
- K. At various times, we are required to keep Use Study figures on microform. For these studies, you will be asked to count how many of each type and sometimes title of microform you reshelve. Specific instructions will be included in the Additional Project Folder the Use Study Log is kept in.

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SECTION SIX -- SHELVING BOOKS

- A. Usually, the Circulation/Reserve staff and students will have trucks of books already taken off Staging and organized for reshelving, so you may not have to organize many trucks yourself. However, there may be times when it will be necessary to assign a Stacks student to this duty, so you should know the proper methods.
- B. Books that were recently returned or were picked up after being used in-house are organized in call number order on the Staging Shelves in the Circulation/Reserve area. The regular Main Collection Staging Shelves are the last two rows of shelving as you enter the area from the lobby. The Staging Shelves for EMC, quartos, Browsing Room and the Neumann and Putney collections are located in stand-alone shelving units against the glassed-in north wall.
- C. Book trucks should be organized in a consistent manner. When first loading books on a truck, place them upright. First, fill the top row on one side, left to right. Second, turn the truck around and fill the top row there, left to right. Third, fill the second row on this side, left to right. Finally, turn the truck around again, and fill the second row on that side, left to right. Loading the truck this way makes it less likely that it will over-balance and either lose a wheel or tip over, causing books to fall off. Afterward, as the truck is processed through Double Checkin, the books will be tipped down, with the bindings up and the bottom toward the outside, which makes the call numbers easier to read for reshelving.
- D. Main Collection shelving is easier and faster if the books organized on a truck for shelving are all from the same call number sections, simply because the shelvees don't have to walk as far to get the whole truck shelved.
1. There are certain call number sections that should rarely be combined, because these books accumulate fast enough to warrant always having their own trucks. These sections are: H, L, PQ-PZ, Q, and R.
  2. Acceptable 'combinations' among the other call number sections are: A-B, B-C, D-E, F-G, J-K, M-N, N-PN, and S-Z.
  3. NEVER 'mix the floors' on a book truck. In other words, never organize a book truck with any combination of call numbers that would require the shelvee to cover more than one of the three Main Collection floors. Second Floor South has A-E; Second Floor North has F-PN; and Third Floor North has PQ-Z.
  4. NEVER include quartos on a book truck being organized for reshelving from the Staging Shelves. Quartos are shelved independently of the rest of the Main Collection, as part of the Daily Duties.
- E. Just filling a truck with books does not make the truck ready to shelve. It must be processed for accuracy checking first. If you are organizing a book truck to take upstairs and reshelve yourself, ask someone at Circulation/Reserve to do this for you if I am not around to do it.
1. Processing for accuracy checking involves two forms, an ACCURACY CHECKLIST and a BOOKTRUCK IDENTIFICATION TAG; blank forms are kept in the wooden divider in the Stacks Management counter or on the EMC/Browsing/Quarto staging shelves in the Circulation area. (EMC trucks have their own Accuracy Checklist; don't mix this up with the one for Main Collection trucks.) Notice that all Stacks Management book trucks have a numbered card pocket attached; this number identifies that specific truck, and is the number that should be written on the appropriate line on the forms.

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2. To fill out the Accuracy Checklist, fifteen books are selected at random from the truck to have their call numbers listed on the Checklist. For ease in checking, these randomly selected call numbers should be listed in call number order. There is space on the Checklist for the truck organizer to list the date, the call number area(s) of the books on the truck, the fifteen call numbers, the organizer's name, the Truck ID number, and the total number of books on the truck; the checklist is then placed in a campus envelope kept next to the blank forms in the wooden divider. A Truck ID tag is filled out, indicating the date, the initials of whoever organized the truck, the ID number, and the call number area(s) of the books on the truck, and confirming that a Checklist has been filled out; this tag is placed in the numbered pocket on the truck. Each truck is then processed through DOUBLE CHECKIN, the books are tipped so that the binding and most call numbers are facing up, and a green tag is placed in the numbered pocket. Finally, a laminated yellow PROCESSED AND READY TO SHELVES sign is taken from the wooden divider unit and placed on the truck, and the truck is parked in the center of the Stacks Management area. If there is a truck parked in back that is full of books, but does not have a READY TO SHELVES sign on it, an ID tag indicating that a Checklist has been completed, or a DOUBLE CHECKIN tag, assume that it has not been fully processed and do not shelve it unless I can confirm that it has been processed.
- F. When I arrive in the morning, I check all trucks that were organized the previous day, and then I place a DATE PROCESSED card in the numbered pocket. To select the proper truck for shelving, first look for any partial trucks which were left unfinished by an earlier shelver; partial trucks take precedence. If there are no partial trucks, check all the dates on the full trucks. Take the lowest numbered truck with the earliest date on the DATE PROCESSED card. If there is no Date slip in the pocket, assume that the truck was organized within the last 24 hours, and therefore any truck with a date slip should come first. This method was designed to keep people from always picking a 'favorite' area or passing over a 'least-favorite' area. We are "equal opportunity shelvers"; we do not discriminate when selecting books to be reshelved, as they are all equally important, regardless of the call number. A green DOUBLE CHECKIN tag indicates a truck that has already been processed through double checkin at Circulation; no truck should be taken upstairs for shelving unless it has been through double checkin. If the only trucks available do not have the green DOUBLE CHECKIN tag, assume they have not been so processed. Either perform Double Checkin yourself, if you have been trained for it (ask the Circulation/Reserve staff first, to avoid causing traffic jams at the desk), or leave the truck(s) to be processed by C/R personnel.

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- G. Shelve the truck as accurately as possible. Accuracy is much more important here than speed. As you become more experienced with shelving, your shelving speed will increase, hopefully without sacrificing accuracy. Once you've finished shelving a truck, someone will search for the fifteen books that were listed on the Accuracy Checklist, and will make note of any errors or any books that could not be located. As often as time allows during a semester, I will distribute a quiz to each of you that will list some of the errors that have been made, and ask you to identify precisely what the errors are, or I may just post a list of errors detected during the semester for you to read, identifying the kind of errors that are most common. I will also use the results of the Checklists to calculate your individual "accuracy rating" and the overall rating for the entire subunit. Although it is doubtful that anyone would actually be fired for having too low a rating, you could be asked to work with me or with a more experienced student to correct frequent errors, or you may be removed from the list of Approved Shelvers. Considering how tight our student employment funding is, consistent difficulties in shelving accuracy could be a factor in deciding who will be rehired for the following semester, or how many hours a worker will get. REMEMBER: Accuracy is far more important than speed, so work at whatever speed is comfortable for you.
1. If you are finishing a partial truck, before you go upstairs verify that the previous shelver filled in the correct information on the ID tag. As well as indicating his/her initials in the appropriate space, the shelver should also have written in the first call number remaining on the truck and the total number of books remaining to be shelved. If the previous shelver did not write this information on the tag, do it yourself before you go up. After you finish the truck, fill in your own name and date in the space provided for the 'second shelver', and leave the tag in the box for Completed Forms in the wooden divider under the Activity Log.
  2. If you are the first person to take that specific truck upstairs to shelve, and you are unable to finish it, fill in the spaces for identifying the first shelver and the date, and then indicate the first call number remaining on the truck and the total number of books left, and then replace the ID tag, the Date Processed slip, and the green DOUBLE CHECKIN tag back into the numbered pocket, and put a READY TO SHELVES sign back on the truck. On rare occasions, it may take three people to complete a truck. If you are the second shelver, please use the back of the tag and indicate the first remaining call number and the number of books left on the truck, replace the tag in the pocket, and place a READY TO SHELVES sign back on the truck.
  3. If you complete your truck, leave the Date Processed card in the slotted box on the Stacks Management counter, fill in the spaces for identifying the first shelver and the date on the ID tag, and place the completed tag in the box for Completed forms in the wooden divider under the Activity Log. Return the green "Double Checkin" tag to the Double Checkin notebook at the Circulation/Reserve Desk. Then, park the empty truck behind the storage shelving unit.
  4. Never take a truck upstairs to shelve if the sign on it says READY TO GO ONTO STAGING. This truck has not been processed for reshelving, only to be shelved onto the Staging Shelves. Push the truck back up to the Circulation/Reserve area, next to the Staging Shelves, so the C/R students know it's there and what should be done with it.

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- H. The first book truck you shelve will be processed for expanded checking, which means an additional 45 call numbers have been chosen for checking. Depending upon your accuracy, you may be requested to shelve other trucks processed in this manner until any particular shelving problems have been corrected. THIS IS NOT A PUNISHMENT, it is a routine part of your training. Shelving accuracy and an understanding of the call number system is basic to your responsibilities in this subunit.
1. Over the course of the semester, I will also select other trucks at random to be processed for expanding checking. There will be no way for you to tell if the truck you are shelving has been processed in this manner. This kind of random checking is crucial to keeping a meaningful accuracy rating. You should always shelve as though every book you shelve is going to be checked.
- I. While you are shelving, you should also be straightening books on the shelves. Make a note of any really bad areas, and inform me so I can arrange a special cleanup, or, if it needs IMMEDIATE attention, make a Special Project tag and post it on the Assignment Board. Be careful to note exactly where the problem area is and what needs to be done to correct it.
- J. DO NOT fill a shelf completely, if it can be avoided. Always leave at least enough room for the bookend - if you remove the bookend, and then books from that individual shelf are checked out, the other books won't have anything to hold them upright. Cramming books into an already full shelf damages the bindings, makes subsequent shelving more difficult, and could cause accidents by making too many books come off the shelf at once when someone is trying to remove only one. There should be at least three-six inches minimum at the end of each individual shelf. If you find a shelf that is too full, and there is room either above or below, shift books to correct the situation. If the whole section is overfull, bring the unshelved book(s) back downstairs to Staging and alert me, so I can arrange for a spot-shifting project to remedy the situation. Currently, the most likely problem areas, in terms of overcrowding, are several subsections in the Bs, Hs and Ls; I am planning for some spot-shifting in those areas as soon as possible. In most other sections, all it would take to avoid cramming is to move a few books up or down, which doesn't take that much time - and we're not running a race anyway.
- K. While you are shelving, be on the lookout for other misshelved books. Always check both sides of the position where you think a book should be shelved, and verify that at least 4-5 books on either side are correctly shelved, or you could be compounding someone else's mistake by incorrectly shelving another book in with others that are out of place. Watching for this is one way to keep proper order on the shelves, so be careful. Usually the misshelved books are very close to where they should be, and it only takes a few seconds to reshelve them.
1. If you find a book that is badly misshelved, put the book aside and bring it down with you when you have finished shelving. Leave the book on my Problem Truck so I can check the computer record and verify that the item is not on the Missing List or still charged out to a patron. Afterward, the book will be placed on Staging to be reshelved upstairs.

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- L. Shelving Quartos is one of the DAILY DUTIES. If this assignment falls to you, use one of the flat trucks instead of the divided ones, take all the quartos off the Staging Shelf unit, count them and record this count in the UNCHECKED SHELVING LOG on the Stacks Management Counter, and reshelve the books into the Main Collection quarto shelves.
- M. Park empty book trucks neatly in the corral area behind the storage shelving unit. Full trucks should be parked inside the area formed by the Stacks Management counter and the newspaper processing table, but always leave a clear path to the Stacks work area.
- N. The closer we get to the end of a semester, the heavier the book returns are, sometimes causing Circulation/Reserve staff and students to fall behind getting books onto Staging, or removing books from Staging by organizing book trucks for reshelving upstairs. During these times, if you have less than half an hour left to work, you can help out either by shelving a truck onto Staging, or by organizing another book truck for shelving; if you do the latter, and are not able to fully process it, find one of the READY TO PROCESS signs and leave it on the truck, so no one will confuse it with those trucks fully ready to be taken upstairs.
- O. Always be careful when shelving in an area where a shifting project is being worked on. There may be gaps in shelving, with empty individual shelves. If the book you are shelving would seem to fit in this gap, check the next shelf that is in use first; your book could belong there.
- P. Also be careful when shelving a book either at the very top or the very bottom of an individual shelving unit, or at the very beginning or the very end of a full row, making certain that the book you're shelving corresponds properly to the last book on the unit or row preceding, or to the first book on the unit or row following, the shelf you're placing your book on. If you find a row where too many books have been misshelved in relation to the previous or following row, make a note of this row so I can assign someone to go up and correct the situation before it gets worse.  
**ALWAYS PAY ATTENTION TO THE RANGE-FINDER TAGS!**

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SECTION SEVEN -- SHELVING PERIODICALS

A. CURRENT PERIODICALS AND NEWSPAPERS

1. Take a Periodical truck, and pick up any current (unbound) journals and newspapers from the wooden cart next to the newspaper processing worktables.
2. On your way over to First Floor South, check the carts and tables by the photocopiers and pick up any current periodicals and newspapers left there.
3. First go to the Newspaper area. Count and shelve any newspapers you picked up. The most recent daily issue goes in front of the appropriately labeled bin, under the black elastic band. Other daily issues go on the shelves beneath the bins, in chronological order with the latest dates on top. The most recent Sunday issues go in the Sunday Newspaper rack next to the door to Interlibrary Loan.
4. Now go to the Current Periodicals area. Take the current periodicals you collected, and sort them alphabetically. You can use one of the reference tables or any other flat surface. Pay close attention to the title. The actual first word of the title is not always obvious. For example, the words "Gerontological Nursing" are in the largest size print on the cover of one magazine; however, the words "Journal of" are also in the title, in smaller print, and therefore this title is filed under "Journal of Gerontological Nursing". Usually, Technical Services staff will underline the first word in the title to use for most of these confusing journals.
5. Keep count of the total number of current periodicals and newspapers you reshelve. When you have finished, record these numbers in the Periodicals Shelving Log in the Combined Logs binder.
6. Each shelf in the Current Periodicals section is labeled with the titles that belong on that shelf. The most current issue should be on top, and the others should be in chronological order underneath it.
7. There are two spots on the Daily Duties Board for shelving Current Periodicals. For the morning (AM CURRENTS) duty, simply pick up all the current journals from the various drop trucks and the photocopiers on first floor (both north and south sides), and reshelve them, remembering to count them and log the number shelved. For the afternoon (PM CURRENTS) duty, do all of this and straighten the whole area. You may need to check the chronological order of those titles that appear to have taken a lot of use (issues scattered across the whole shelf rather than neatly piled, lots of issues picked up from the drop trucks, etc.). If we do this consistently, as the currents are shelved and when the area is straightened, shelfreading the Current Periodicals will be much simpler.
  - a. The AM CURRENTS duty should be done prior to 11:00 AM, and the PM CURRENTS duty should be done after 4:00 PM.

B. BOUND PERIODICALS

1. Take a flat-shelved truck and pick up any bound periodicals from the wooden cart next to the worktables, and the drop trucks around the photocopiers on First South.
2. Take the North side elevator up to Second Floor, and take the walkway over to Second South. Pick up all the bound periodicals from the tables and trucks around the photocopiers and elsewhere in the Bound Periodicals area.
3. Organize the periodicals spine up on your flat truck(s) until you've cleared the copier area(s). Unless you run out of room, use just the top shelf of the truck(s).
4. Once you have the periodicals picked up, organize them onto the regular Periodical shelving trucks, in alphabetical order.

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5. Rather than organizing ALL the periodicals trucks at one time, just organize one truck, reshelve those periodicals, and then, if you have time, organize and shelve another truck. Otherwise, you will spend so much time organizing you won't get any shelving done, and the patrons will have unorganized many of the trucks before someone else can shelve anything.
6. Always remember to count the number of periodicals you shelve and record this number in the Periodicals Shelving Log.
7. The Bound Periodicals are shelved in alphabetical order in three sections on Second South. The first section presently holds A-B, the second holds C-G, and the final, longer, section holds H-Z.
  - a. One efficient method of reshelving A-G is to shelve on both sides of the aisle. In other words, shelve As and Cs at the same time, working through both the A-B and C-G sections simultaneously.
8. Within each title, the volumes are arranged in chronological order (volume number, issue number, date).
9. As you shelve, pick up and reshelve any other bound periodicals you find lying loose in the periodicals stacks. You do not need to count these, simply reshelve them. If you encounter a shelf where the bookend has slid over and the periodicals are leaning, push the bookend back up so the periodicals are upright.
10. If you find an "odd" periodical, like a single volume with no other matching titles on the shelf, or a strange title, check the Holdings List to verify that it belongs in the Bounds, or is shelved under a different title. Government Documents periodicals have a depository stamp somewhere on the volume; take those up to the Government Documents area on third floor south. Reference items usually have a call number tag on the spine.
11. Use a full hour or more for shelving Bound Periodicals, keeping track of the number of volumes you shelve. Leave any unshelved titles on the truck, in the Bound Periodicals area, for the next shelver to work on. Record in the Periodicals Shelving Log the number of bound volumes you shelved.
12. ALWAYS be careful when shelving in an area where a shifting project is in progress. There may be gaps in shelving, with empty individual shelves. If the title you are shelving would appear to belong in such a gap, check the next shelf that is in use, because the title probably belongs there.
13. Recently, the Bound Periodicals section underwent a reorganization project. Several titles such as the "JOURNAL OF THE AMERICAN BOOKSELLERS ASSOCIATION" which had been shelved as "AMERICAN BOOKSELLERS ASSOCIATION JOURNAL", were moved so that they were shelved under the actual title as used in index citations. In most cases, it was possible to move the entire run of each individual title. However, with some very titles such as "JAMA", originally shelved as "AMERICAN MEDICAL ASSOCIATION JOURNAL", were too large to easily move the entire run. For these titles, the shelves were tagged so that anyone looking for an issue under "JAMA" would see that prior to a recent volume, this periodical was shelved as "AMERICAN MEDICAL ASSOCIATION JOURNAL", and a similar tag was placed on the shelves under the old title indicating that more recent volumes are shelved as "JAMA", so it should be easy to tell where to shelve particular volumes of these titles. You may encounter patrons who are confused and need to be guided to where the volume they need is actually shelved.

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SECTION EIGHT -- SPECIAL COLLECTIONS

- A. There are three small special collections that Stacks Management is responsible for. These duties are all covered in the Daily Duties Chart.
- B. **BROWSING ROOM**
1. The Browsing Room is located just past the library office in the Clausen Reading Room on Second Floor North. Browsing Room books have the word BROWSING at the beginning of their call number; NEVER shelve any book without BROWSING on the call number label into the Browsing collection, and NEVER shelve Browsing books into the other collections.
  2. The regular browsing collection is divided into two sections. The Nonfiction collection is cataloged with Library of Congress call numbers like the Main Collection, and is shelved first. Following the Nonfiction books is the Fiction collection, which is shelved alphabetically by the author's last name. Three letters of the author's name appear on the call number label. When reshelving Browsing Room books, always keep these two sections separate.
  3. The Browsing Room also has a periodicals collection. Each issue will have a Browsing Room sticker on the cover, so don't mix these up with regular periodicals. The Browsing Room periodicals should be shelved in chronological order by volume, issue, and date.
  4. There is a very small special collection within the Browsing Collection. This collection consists of several Accounting/Business Management textbooks, with many copies of each title. These textbooks should be shelved on the stand-alone shelving units against the west wall of the room. Acquaint yourself with these titles; although there should be a yellow dot on the spine of each book, directly above the call number, some dots may have been removed and there is no other way to tell that the books should be shelved in this special shelving unit.
  5. Maintaining the Browsing Room is part of the SPECIAL COLLECTIONS duty listed on the Daily Duties Chart for Tuesdays and Thursdays. If this duty falls to you, start by checking the appropriate box on the Chart, and then check for a book truck parked near the Special Collection Staging area with a Yellow Ready to Shelve sign and a green Double Checkin tag. If there isn't a truck prepared, take the Browsing room books off the Staging shelves, organize them on a truck, and double check them in. Record this in the Double Checkin Log, but also keep track of the number of items for the Unchecked Shelving Log.
  6. Pick up any Browsing periodicals in the Staging area. Add these to the shelving count from the truck. Go up to the Browsing Room, and reshelve all the items, being careful to keep the periodicals in chronological order.
  7. Do a Pickup of the room. If you find items from other collections, leave these on the nearest Drop Truck outside the Browsing Room. Count the Browsing items you pick up, add this to your previous count, and reshelve the items.
  8. Straighten the Browsing periodical collection. Sort through each title, organizing them in chronological order, oldest at the end. Bring down any damaged issues, or those that are falling apart, and leave them on the Problem Truck next to the row of Stacks Management file cabinets. Also straighten the USA Today table, with the current month on the left hand side with the oldest date on the bottom, and the previous month on the right hand side, also with the oldest date on the bottom.
  9. If you find Browsing Room items lying around elsewhere in the library, bring them downstairs. Leave Browsing periodicals on the wooden truck at the end of the Stacks counter, and shelve the books on the Browsing Collection staging shelves.
  10. Record the number of items you reshelved in the Unchecked Shelving Log.

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11. The Browsing Room periodicals section is weeded regularly. Whenever certain titles are due to be weeded, I will post it as a Special Assignment on the Assignment Board. Follow the posted instructions carefully. You will be asked to pull all issues of a particular title prior to a certain date, and to process these older issues for the Discarded Magazines box.

**C. NEUMANN COLLECTION**

1. The Neumann Collection is shelved on the far wall of the Clausen Reading Room, on the wall opposite the Browsing Collection. All these books have the word NEUMANN appearing at the beginning of the call number. DO NOT shelve Neumann books into any other collection in the library, and DO NOT shelve books from any other collection onto the Neumann Collection shelves. All Neumann Collection books circulate.
2. The Neumann Collection is arranged by normal LC call number order.
3. Maintaining the Neumann Collection is also part of the SPECIAL COLLECTIONS duty on the Daily Duties Chart for Tuesday and Thursday. If this duty falls to you, check the appropriate box on the Chart. Remove any Neumann books from the Staging shelf and double check them in, recording this in the Double Checkin log.
4. Also keep track of the number of books for the Unchecked Shelving Log.
5. Take the books upstairs and reshelve them. Check around the entire room, including the Browsing Collection, for any Neumann books that have been left lying loose on tables, chairs, etc.. Add these to your count, and reshelve them.
6. When you are finished, record the number of Neumann items you reshelled in the Unchecked Shelving Log.

**D. PUTNEY COLLECTION**

1. The Putney Collection is housed in the University Scholars Lounge, on Second Floor North just past the Clausen Reading Room/Browsing Collection. All books from this collection have the word PUTNEY appearing at the beginning of their call numbers. DO NOT shelve Putney books into any other collection in the library, and DO NOT shelve books from any other collection onto the Putney shelves.
2. The Putney Collection is shelved in LC call number order, but in two separate alphabets, because one part of the collection circulates while the other does not.
3. The books in the locked cases DO NOT circulate, and can be accessed only by special arrangement with either the Reference Desk or Circulation/Reserve.
4. The books on the open shelves circulate just like Main Collection, Browsing, and Neumann books.
5. Maintaining the Putney collection is also part of the SPECIAL COLLECTIONS duty on the Daily Duties Chart for Tuesday and Thursday. If this duty falls to you, check the appropriate box on the Chart. Remove any Putney books from the Staging shelf, and double check them in. Record this in the Double Checkin log and keep track of the number of items for the Unchecked Shelving Log.
6. Take the books upstairs to the Putney Room/Scholars Lounge, and reshelve them.
7. Do a pickup of the entire room. Any Putney books should be added to your count, and then reshelled. Materials from other collections should be left on the nearest Drop Truck outside the Putney Room.
8. When you are finished, record the total number of Putney items you shelved in the Unchecked Shelving Log.

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SECTION NINE -- PICKUPS

- A. 'Pickup', or 'picking up the floors', means checking all through the library, picking up all the library materials lying around loose on tables, chairs, lounge areas, carrels, and the Drop Trucks, organizing them into proper shelving order, counting them for In-House Use statistics, and distributing them properly for eventual reshelving.
- B. There are four pickups listed on the Daily Duties Board. This is because there is so much territory to cover that it was necessary to divide the larger task into four smaller ones, each with its own peculiarities and needs. Because we need to count the number of items picked up, take some scrap paper with you to record this information. Remember, before you begin any of the pickups, check the appropriate box on the Daily Duties Chart.
- C. **FIRST FLOOR:**  
The First Floor pickup includes all of first floor, including Reference, and the Educational Materials Center (EMC). Be sure to check all the photocopiers and the drop trucks that are usually parked near the copiers. Also check the tables, study carrels, and the tops of shelving units in Reference.
1. Reference books found lying on tables, chairs, or study carrels should be counted and then left on the Reference reshelving truck. If you can't locate the truck, ask the Reference librarian to point it out.
  2. Reference books found lying on top of the shelving units in Reference should be left where they are, at the request of the Reference staff; do not include these in your count.
  3. Current (unbound) periodicals should be collected and left on the Drop Trucks near the lobby photocopiers. Newspapers should be collected and left either on the Reference Drop Truck or the wooden truck in the Periodicals Processing area. **DO NOT COUNT CURRENT PERIODICALS OR NEWSPAPERS.**
  4. Bound Periodicals should be collected and left on the wooden truck in the Periodicals Processing area; **DO NOT COUNT THEM.**
  5. Browsing, Putney, Neumann, Reference pamphlets, and Government Documents should be collected, counted, and distributed to the appropriate drop points in the Circulation/Reserve area. Browsing, Putney, Neumann, and all quartos (oversize books) go on the Staging Unit against the glassed-in north wall; and reference pamphlets and Government Documents each have a place on the shelves under the Circ/Reserve counter. Ask the Circulation/Reserve staff if you have trouble locating the appropriate drop point.
  6. Collect all EMC materials lying around the EMC, on tables, shelves, or the EMC drop trucks. Put these with any EMC materials found outside the EMC, count them, and shelve them on the EMC Staging Shelves at Circulation/Reserve.
  7. Microforms should be left in the basket on top of the last Stacks Management filing cabinet toward the north door. As with other periodicals, **DO NOT COUNT THEM** for pickup statistics.
  8. Main Collection books should be collected, counted, organized into call number order, and left on a booktruck parked next to the Staging Shelves, with a "READY TO GO ONTO STAGING" sign on it. These books will be shelved onto Staging, and will eventually be organized on a shelving truck with the recently returned books, ready for reshelving upstairs.
    - a. Occasionally, I may request that you shelve the books onto Staging yourself. Simply shelve them in call number order into the books already on Staging.

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10. When you have finished collecting, counting, and distributing all pickup materials, the counts need to be written into the Pickup/In House Use Log in the Combined Logs binder. The figures should be divided into these categories: Main Collection, Reference, EMC, Government Documents, and Others (this includes all three special collections; you do not need to specify which collection in the log). Quartos are counted with the Main Collection items, and Reference pamphlets are counted with the Reference items. Periodicals, including newspapers, ARE NOT counted at this time.

D. SECOND FLOOR SOUTH

The Second Floor South pickup includes the entire second floor of the south building. Check all the Drop Trucks, the photocopiers, the tables, the study carrels along the Elmwood side, and the study tables scattered against the far west wall beside the final section of Bound Periodical shelving. Count all materials EXCEPT periodicals, in the categories of Main Collection, EMC, Reference, Government Documents, and Others.

1. Collect all bound periodicals, and leave them neatly on the Periodical Drop Trucks near the photocopiers.
2. Collect all current (unbound) periodicals and microforms; Main Collection, Browsing, Putney, Neumann, EMC, and Government Documents materials, and bring them downstairs to be distributed to appropriate drop points at Circulation/Reserves. The current periodicals should be left on the wooden truck next to the worktables; the others should be left at the drop points described above.
3. Total your counts and enter them appropriately into the Pickup/In House Use log.

E. SECOND FLOOR NORTH

The Second Floor North pickup includes the entire second floor of the north building EXCEPT the glassed-in special lab area, and the Clausen Reading Room and Putney/University Scholars Room, which get picked up separately. Check the areas directly across from the Library Office, the quarto section, the tables and study carrels along the north (Harrington) and east (Elmwood) sides of the building, the drop trucks, and the row of study carrels along the interior wall just east of the elevator hallway.

1. All periodicals should be brought downstairs and left on the wooden truck next to the worktables.
2. Browsing and Neumann collection books should be counted and left on the Drop Truck inside the Clausen Reading/Browsing Room.
3. All Quartos should be collected, counted, and left downstairs on the Staging Unit against the glassed-in north wall. Record these as Main Collection items.
4. All other library materials should be collected, counted, and distributed to appropriate drop points in Circulation/Reserve, as outlined previously.
5. Total your counts by category and enter them into the appropriate columns in the Pickup/In House Use log.

F. THIRD FLOOR NORTH

The Third Floor North pickup includes not only the entire third floor of the north building, but also the corridor and walkway to the third floor of the south building and the photocopier outside the Government Documents section, and be sure to check all the study carrels along the outer wall of the stacks area.

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1. Government Documents should be collected, counted, and taken to the desk in Government Documents.
  2. All periodicals should be collected and brought downstairs to be left on the wooden truck next to the worktables.
  3. All other library materials should be collected, counted, and distributed to appropriate drop points in Circulation/Reserve, as outlined previously.
  4. REMEMBER TO INCLUDE THE WALKWAY TO THIRD FLOOR SOUTH AND THE PHOTOCOPIER AREA OUTSIDE GOVERNMENT DOCUMENTS!
  5. Total your counts by categories and enter them in the appropriate columns in the Pickup/In House Use log.
- G. One of the reasons the pickups were divided into four separate areas was so that different people could do each area, if necessary. Early in the semester, it may be possible for one person to do all four, but as the semester continues, the number of pickup items increases, and so does the time required to do thorough pickups. Therefore, unless you are working a large block of time and are reasonably certain you can get all four done in that time, don't initial and date more than one box on the Daily Duties Chart at one time. Do the pickups one at a time, so other workers can begin working on the other pickups, and we can avoid the confusion caused by someone starting a pickup s/he is unable to finish.
- H. Remember to arrange the Main Collection books into call number order and to put a "READY TO GO ONTO STAGING" sign on the truck before you push it up to the Circulation/Reserve area, to make things easier and clearer for the staff and students in that area.
- I. A final reminder: We DO NOT COUNT Periodicals for the In House Use Statistics. These items are counted when they are shelved, to provide a more accurate figure for periodical usage.

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SECTION TEN -- NEWSPAPERS

- A. There are two newspaper deliveries to the library: bookdrop (or 8 AM), and mailed (10:30 AM). The processing of both of these are listed among the Daily Duties.
- B. The Oshkosh Northwestern is delivered daily through an outdoor bookdrop near the Access Services fire door. These papers are supposed to arrive before 8:00 AM.
1. Not all the copies of each paper are for the library. We also accept delivery of papers for the News Bureau. The library is supposed to keep 2 copies; all others go to the News Bureau.
  2. The library gets first pick. If an insufficient number of copies were delivered, we take our copies first, and the what's left goes to the News Bureau, but you should report the lack to the staff at Circulation/Reserve.
  3. Verify that none of the library's copies is missing a section – if the sections are out of order, put them in order.
  4. There are drawers in the south end of the Circulation/Reserve Counter for the News Bureau; put their papers in these drawers for them to pick up.
    - a. The News Bureau does not come to pick up any papers over the weekend, so on Monday, there may not be enough room in the drawer for all of them. If this happens, leave all their papers on a flat-shelved truck parked in front of the drawer.
  5. The library's Northwesterns should have a FORREST R. POLK sticker placed on the front page, and then they should be stapled. The stickers are kept on the processing table.
    - a. For Sunday papers, see the special procedures outlined below.
    - b. For Monday through Saturday papers, first make sure all the sections are in the correct order.
    - c. There are three staplers on the processing table. For thin papers, use the regular stapler. For all others, use the black heavy-duty stapler.
    - d. Put two staples in the upper left margin, one directly beneath the other. If the staples feel sharp in back, use pliers to flatten the edge, to avoid injury.
    - e. Record the number of newspapers you processed for the library in the Newspaper Processing Log, located in the Combined Logs binder. Use the columns specified for the Bookdrop Newspapers. DO NOT include the News Bureau's copies in this count.
    - f. Deliver the stapled newspapers to the newspaper display racks. Replace the paper already displayed at the front of the bin with the latest issue. All other issues go on the shelves beneath the bin, in proper order by date.

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- C. The rest of the library's newspapers are delivered via mail. These are usually ready to be picked up around 9:30-10:00 AM, and should certainly be picked up by 11:00 AM at the latest.
1. The papers are checked in and stamped by the Periodicals Office in Technical Services. This is the glassed-in office in the center of the Technical Services area, between Cataloging and Acquisitions.
  2. The papers are kept on the top shelf of the shelving unit directly to your right as you enter the office. If there are none there, ask for Pam, and find out whether the papers have arrived and checked in, and if not, when she expects them to be.
  3. On Monday, mail is heavy and it takes longer to sort, so the papers may not be ready until between 10:45-11:00 AM.
  4. Mailed papers do not need stickers, but they should be stapled with the appropriate stapler. For thin newspapers like the Christian Science Monitor, use the regular stapler - the heavy-duty staples will come through the paper and they are sharp. After stapling, check the back to see if the staples feel sharp; if they do, use pliers to flatten them, to avoid injury.
  5. Before stapling, look through each newspaper and make sure that the sections are in proper order. Remove and recycle any advertisements (except for "special advertising sections"). Keep magazines like Parade, Wisconsin, and Chicago Times Magazine, with the papers. DO NOT keep TV listings.
  6. Count the number of newspapers you processed and record this in the Newspaper Processing Log located in the Combined Logs binder. Use the columns specified for Mailed-In Newspapers.
  7. Deliver the stapled newspapers to the newspaper section. Replace the issue displayed on the front of the bin with the newest issue, and organize the others on the shelves beneath the bin, in proper order by date.
- D. SUNDAY NEWSPAPERS
1. Sunday papers may arrive throughout the week. Most of them can be processed like the regular daily papers.
  2. There is a special rack for the Sunday editions of several papers: Oshkosh, Appleton, Capital Times, Chicago, Fond du Lac, Green Bay, Milwaukee, Washington, Wall Street Journal, and Wisconsin State Journal. One of the Friday Daily Duties is PREVIOUS SUNDAY PAPERS; for this duty, remove the previous Sunday papers from the Sunday rack. Retrieve the yellow laminated signs, one for each of these newspapers, from the shelf next to the newspaper processing worktable. Take all of these over to the Sunday rack in the newspaper area. Pull each Sunday paper and insert the appropriate card into the matching slot. Reshelve all the papers into the shelves under the regular daily newspaper bins, in correct chronological order.
  3. As the new Sunday editions arrive, they should be processed and placed on the Sunday rack. First, make sure all the sections that contain nothing but advertisements or coupons, and TV listings, are removed and recycled. Then, organize the sections into proper order. Include such inserts as the comics, Parade magazine, etc. - if it has text other than advertising, keep it with the paper. Using the appropriate stapler, usually the heavy black one, staple each paper together, stapling each one twice in the upper left hand margin. Record the number of newspapers processed in the Newspaper Processing Log, in the appropriate columns. Bring the papers over to the newspaper area in Reference, remove the appropriate laminated yellow sign from the Sunday rack, and insert the correct paper into the slot. Leave the signs on the shelf next to the worktables.

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- E. At the beginning of each month, the newspaper collection is weeded. This is accomplished as two separate tasks. The following titles require special treatment, so do them separately:

CHRISTIAN SCIENCE MONITOR  
MILWAUKEE JOURNAL-SENTINEL  
NEW YORK TIMES  
OSHKOSH NORTHWESTERN  
TAIWAN JOURNAL (Taipei Journal, Free China Journal)  
WALL STREET JOURNAL

1. Go through all the newspapers EXCEPT those indicated above. Pull the oldest of the two months on the shelves, and stack these on a flat-shelved truck (preferably one of the three-shelf trucks). Whenever the truck gets full, take it outside to the dumpsters. One will be labeled for Paper Recycling - throw all the discarded papers into that dumpster.
2. Move the remaining month's papers from the "Current Month" section of the shelf to the "Previous Month". Remember, some papers require two separate bins, with one for the Current Month and one for the Previous Month. Try to keep the stacks of papers neat and in chronological order, with the most recent on top.
3. Although we get two copies of the Oshkosh and Milwaukee newspapers, we only keep the second copies for one month. So, go through the most recent month's worth of these titles, making sure we are keeping one copy of each day's issue. The rest can be pulled to be thrown into the Paper Recycling dumpster.
4. When you have finished with the first part of the weeding, if you have time left, ask me for the special instructions about the 'exceptional' titles. Usually, these get special attention because we get them on microfilm and need to hold on to the paper copies until the microfilm has come in, or because a particular patron has arranged with library administration to get all the older issues of a certain title.
5. The special instructions will vary from month to month, depending upon when the microfilm is shipped, so don't just assume that what you did last month is the correct thing to do this month - check with me for the instructions.
6. Papers being held until the microfilm arrives are kept in a cabinet beneath the sink on the north wall, or on the bottom shelf of the Stacks Management counter. The first set of instructions on the sheet will tell you which of these papers can be removed from the cabinet for recycling - make sure you only remove the dates specified in the instructions, even if there is a gap; sometimes the microfilm doesn't arrive in proper order by date. These papers should be stacked on the flat-shelved truck.
7. Next, you will be instructed as to which issues of these titles can be removed from the shelves in the Newspaper area in Reference to be thrown into the Paper Recycling dumpster.
8. You will be instructed as to which issues of these titles should be taken from the shelves in the Newspaper area to be stored awaiting the arrival of the microfilm, and which issues are to be mailed to a particular professor. Sometimes, you will be instructed to take certain issues and deliver them to the Bindery/Periodical Receiving Office in Technical Services. Follow all these instructions carefully.

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SECTION ELEVEN -- CLEANUPS

- A. The Main Collection Cleanups are another of the Daily Duties. A cleanup involves checking each row of shelves in a specified section, and reshelving all the books left loose at the end of rows, on top of other books, etc..
1. You don't have to count these books for In-House Use statistics because in all probability they weren't really used - patrons just pick them up, look at the table of contents or the index, decide there isn't anything on the topic they're interested in, and leave the books lying loose on the shelves.
  2. Usually, these books will be found relatively close to where they belong. Books found in an entirely different section from where they belong should be brought downstairs and left on the Problem Truck, so the Voyager records can be checked in case the items have been listed as Missing or are still charged out to a patron record.
  3. Straighten the shelves as you go, pushing the bookends straight as well, so the section looks neat and orderly and will be easier to shelve into.
- B. Although it would be useful to have the entire Main Collection cleaned up every day, we simply do not have the time or the workers to spare, so a different section is designated to be cleaned up each day, Monday - Friday.
1. The specific section designated to be cleaned up on any particular day is noted on the Daily Duties Chart. The schedule is as follows:

MONDAY: A-E	TUESDAY: F-H
WEDNESDAY: J-PN	THURSDAY: PQ-Q
FRIDAY: R-Z	
  2. Because the section cleaned up each day is different, cleanup is one of the Daily Duties marked with an asterisk (\*) on the Daily Duties Chart. Before you begin the current day's Daily Duties, check to make sure that the previous day's Cleanup got done. If there is nothing noted in the appropriate box on the Chart, **DO THAT CLEANUP BEFORE PROCEEDING TO WORK ON THE CURRENT DAY'S DAILY DUTIES.**
- C. Note that the schedule listed above involves ONLY the Main Collection. The quarto, Browsing, Neumann and Putney collections get cleaned up as part of the SPECIAL COLLECTIONS duty, so they don't need to be included on this schedule. Whenever you are working in the Current and Bound Periodical and the Newspaper sections, include cleanup as part of the work routine. Note any particularly bad area and if you do not have time to finish cleaning it up, make a careful note of it, and post it as a Special Assignment so the next student worker in can finish the area.
1. When doing the cleanup of the Newspaper sections, count and reshelv any newspapers you find; record this count in the Periodical Shelving Log. Also, if you find loose newspapers in the Current or Bound Periodical sections, bring them down and leave them on the wooden truck next to the worktables, so they can be counted and reshelved the next time someone shelves currents.

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SECTION TWELVE -- SEARCHING

- A. Another Daily Duty is searching for materials in the stacks. Before a missing book or periodical can be considered for replacement or withdrawal, it must be searched for several times over the course of six months to one year.
- B. Item search slips for those materials scheduled for searching on a specific day are filed into the Search Box, which is located on the Stacks Management counter. The box is divided into sections for each special collection and each alphabetical section of the Main Collection. The dividers are all marked with the day of the week on which those particular items are to be searched; there will be several labeled for each day. Different items are scheduled for searching each day, so this is a Daily Duty with an asterisk (\*); always check to see if the previous day's Search Box duty was completed, and if it was not, do that BEFORE proceeding with the current day's Search Box.
1. There are many different reasons we need to search for materials. We look for items that should be on the shelf according to the Voyager database, but which patrons and staff were unable to locate. We also search for items that are long overdue, to avoid billing or invoicing a patron for materials which are actually back in the building but for some reason did not get properly checked in. When a patron pays a replacement fee for a lost book, we still search for that item for one year, since the patron can request a partial reimbursement for a book if it is found within one year of payment.
  2. Searching for an item over the course of a year follows a set schedule, starting with 3 searches during the first week following the search request, and then gradually stretching out the length of time between searches, so that each item will be searched for 13-14 times, until it is found or it has reached one full year since the initial missing report or since a lost item was paid for.
  3. First check in the very front of the Search Box. If there are special searches that need to be done, the slips will be clipped together and put at the front of the box. These slips may not be sorted by collection or call number, so you will first need to organize them for efficient searching.
  4. Next, check the box for the dividers marked with the appropriate day of the week, (i.e., if it is Tuesday, look for the dividers marked "Tuesday") and pull the search slips behind each of those dividers. You can either interfile these with the 'special search' slips, or do each pile separately, whichever works best for you, as long as all the searching scheduled for each day is properly done.
  5. There is a separate search slip for each item. Each slip indicates the item location, call number, author, title, bibliographic information, and barcode ID number. First check the location, to be certain you are looking in the correct place. Then, make sure the slips are in proper call number order for that location, and search thoroughly for each one.
  6. If you find an item, bring it down and leave it with the search slip on the problem truck next to the Stacks Management filing cabinets so I can clear the computer records. For the items you don't find, date and initial the reverse side of each slip, and place these slips in back of the Search Box, behind the divider marked "Completed Searches". I will update the computer record for each one, so the correct number of searches will be indicated on the item record, and then will sort them according to their next scheduled search date.
  7. Bring down ONLY those books with the exact same call number as the item identified on the slip. Ignore the copy number, however, since this is not necessarily part of the call number as listed on the spine of the books; bring down any copies you find that match the call number UP TO the listed copy number. I will compare the book to the specific item record, and decide if it is the correct item.

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- C. Whenever I receive a request to search for a missing periodical, these slips will also be included in the Search Box, behind the divider for Periodicals. These items are scheduled for searching every Monday, Wednesday, and Friday. Search for them as thoroughly as possible; bring them down if located or date and initial the back of each slip and refile them behind the Completed Searches Divider in the Search Box if not located.
  - 1. If you are the third person to search for a specific missing periodical, leave the search slip on the keyboard of my computer terminal, so I can notify the patron involved that we have been unable to locate the periodical. After I have notified the patron, I will replace the search slip into the box so we can continue to search for it until it is time to withdraw or replace it.
  
- D. On Monday, there will be EMC items to search for. If you have not already been shown how and where things are shelved in the EMC, ask me before you attempt to search for these.
  
- E. Also on Monday, there will sometimes be Government Documents to search for. Again, as with EMC items, if you have never searched for these before, ask me before you attempt to search for them.
  
- F. Occasionally, I will have a special searching project for you. You will be given specific instructions at that time, either by me or the staff person for whom the project is being done, in a note clipped to your Personnel File folder, a notice under Special Assignments on the bulletin board, instructions clipped to a pile of search slips left in the Additional Assignments basket, or a note clipped to the Activity Log. Be sure to ask questions if you are at all unclear about the assignment. Follow the instructions carefully, and search thoroughly.

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SECTION THIRTEEN -- MICROFORMS

- A. The microform collection is located primarily in the large cabinets located at the south end of the EMC area, just past the AC equipment.
1. There are three types of microform: microfilm, which comes on reels and is stored in boxes; microfiche, clear pages which are stored in envelopes, often several pages per envelope; and opaque microcards, which come in smaller, sturdier pages and may also be stored in envelopes.
  2. The cabinets are all labeled as to their contents, with signs above also indicating whether they hold periodicals, newspapers, or books, and on what type of microform.
  3. There are two special collections of microfiche, the Library of English Literature (LEL) and the Library of American Civilization (LAC), which are stored in cabinets. Individual fiche are about the size of 3X5 index cards, and are sturdier than most microfiche.
  4. Another special collection of microfiche is the ERIC (Educational Resources Information Center) documents, located in a third row of cabinets facing the EMC textbooks. These documents are filed in numerical order, with each document having a specific call number beginning ED.
  5. The machines for reading and printing microforms are located between the cabinets and the Processing area, along with the AV equipment carrels. The machines are identified by numbers, and also by the type of microforms they are designed for. Some of these machines can only be used for *viewing* microforms; no printer is attached to them. There are also a few reader-printers located upstairs in Government Documents.
- B. Stacks Management is responsible for reshelving microforms after patron use, and for keeping the contents of the drawers in each cabinet in proper order.
1. Reshelfing microforms is on the Priority List, for students with less than one hour left to work. Collect any microforms that have been left in the basket at the end of the Stacks counter, the baskets on top of the microform cabinets, and any that have been left loose on or around the microform reader-printers.
  2. Sort the materials by microfilm, microfiche, and microcard. Count the number of each type you reshelv, and record this in the Periodicals Shelving Log. Ask a staff person if you are unsure whether a particular item is microfiche or microcard.
  3. Make very sure that you are shelving the microfilm reels in the appropriate places. Periodicals, Newspapers, and Books on microfilm all have separate cabinets; DO NOT file a reel of the newspaper VARIETY in the periodical cabinets, for example. ASK a staff person if you are not sure whether a specific title is a book, periodical, or newspaper.
  4. Whenever it falls to you to go across to Technical Services to pick up the 10:30 AM newspapers, ask Pam Spaulding in the Periodicals Office there if there are any new microforms that need to be reshelfed. If there are, bring them over and leave them in the New Microforms Box on the worktables.
- C. When you are shelving microforms, check the microfilm boxes. Make sure each box has a local accession number handwritten in felt-tip pen on the side of the box along with the title, volume, and date information. (We do not use accession numbers for the OSHKOSH NORTHWESTERN.) If there is no number written on the box, bring a felt tip pen with you. Using the microfilm boxes already marked and in the cabinets, determine which number should be written on the box you are filing - be sure to check dates and volumes in the drawer to make certain no boxes are missing - and follow the correct numerical sequence.



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1. Use a similar procedure to reshelve new microfilm. Bring a felt tip pen with you, determine what the next number in the sequence for a particular title will be, and write this on the box.
  2. Located in the box for new microforms are boxes of little blue adhesive dots, used to mark boxes of periodicals or magazines on microfilm. We used to use yellow dots to mark boxes of newspapers on microfilm, but we can no longer get those, so now we only mark the boxes of magazines on microfilm. Once you have determined which category each box fits into, take the magazine boxes and place a blue dot on each one, just above the title.
- D. There is a special set of microfiche called the KRAUS CURRICULUM GUIDE COLLECTION. This set is actually part of the Educational Materials Collection, but we are responsible for reshelving them. The cabinet for the Kraus collection is located immediately behind the second row of cabinets for the periodicals on microform. There is a basket located on top of the cabinet that should be checked for anything to be reshelved, as well as checking the rest of the collection points for the microforms.
- E. Occasionally, I will assign people to special straightening, shelfreading, shifting, or inventory projects in various sets of microforms, which may involve not only keeping the microforms in proper order in the drawers, but also noting any missing microforms. You will receive precise instructions upon assignment. These may also be done as ADDITIONAL PROJECTS.

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SECTION FOURTEEN -- SHELFREADING

- A. Shelfreading refers to the process used for checking the shelf order of books and periodicals, and correcting errors as they are found. For books, this means checking each call number as it appears on the shelf, and for periodicals this means checking the title and chronological order of every issue or volume on the shelf. The process includes removing and reshelving those books or periodicals that are out of order, straightening and dusting as you go.
- B. SHELFREADING CURRENT PERIODICALS
1. Shelfreading Current Periodicals will always be handled as an ADDITIONAL PROJECT. Instructions will be in the appropriate ADDITIONAL PROJECT basket, and this will probably be an ongoing thing.
  2. There will be a chart in the ADDITIONAL PROJECTS folder on which to keep track of progress. Always start where the previous person finished, and always finish a complete title. In other words, if the last title you work on is JOURNAL OF GERONTOLOGICAL MEDICINE, be sure you check ALL the issues of that title, so the next person can safely begin with the next title.
  3. Because shelfreading the current periodicals is not as hard on the eyes as shelfreading either the bound periodicals or books, you should be able to shelfread in this area for one full hour.
  4. The Current Periodical shelves are clearly labeled as to which title should appear in which position on the open shelves. Make sure that no other titles have become mixed up with the correct one.
  5. Check the pile, and verify that the most recent issue is on top. Check all the issues underneath, and arrange them chronologically, with the most recent on top and the oldest on the bottom.
  6. If you see torn pages, or other damage, pull that issue and leave it on the Problem Truck.
  7. Always dust the shelves thoroughly before you place the issues back onto the shelves.
- C. SHELFREADING BOUND PERIODICALS
1. Shelfreading Bounds is the on the 'less than one hour' portion of the Job Assignment Priority List. It will therefore come after the Daily Duties, any Special Assignments, and any 'one hour or more' assignments.
  2. Shelfreading Bounds will usually be handled as an ADDITIONAL PROJECT, with instructions and a log in the appropriate ADDITIONAL PROJECT FOLDER. Each worker will indicate the first and last title in the last row s/he finished; find that row, and start working on the row immediately after it.
  3. The Bound Periodicals are shelved in alphabetical order according to titles as they appear on the spine of the bound volume, and then within each title, in chronological order by volume number and date.
  4. Work from left to right, looking at each volume. Make sure that no other titles have been incorrectly mixed in, and reshelv any that have. Take a dustcloth with you, and dust the shelves as you go.
  5. Verify that each volume is in the correct place chronologically, with the most current bound volume being the last in the series. Keep track of the number of errors you find and correct.
  6. Shelfread until you finish the row. DO NOT BEGIN ANOTHER ROW UNLESS YOU ARE SURE YOU WILL HAVE ENOUGH TIME TO COMPLETE IT.

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7. In the spaces provided on the log, indicate the date and your initials, the first and last title in the row (you don't need to indicate volume numbers or years), the number of errors you found and corrected, and the number of shelving units in that row.
8. The next time you shelfread, shelfread in the Main Collection, and continue rotating between the two collections.

**D. SHELFREADING MAIN COLLECTION**

1. Main Collection Shelfreading is on the Priority List for workers with less than one hour left to work.
2. On the Newspaper Processing table, at the end of the Stacks Management counter, is a binder labeled "Shelfreading". This contains specific instructions for Main Collection shelfreading, and the project logs.
3. Each line in the project log refers to one unit of Main Collection shelving. A "unit" is defined as 6-7 shelves placed on a frame, which is connected to other frames to form a row of shelving units. Each line indicates the first call number shelved in a unit. Check for the next unit to be shelfread, following the instructions in the Shelfreading binder.
4. Fill in the date and your initials in the space provided. Take a blank index card from the box next to the binder, and write down the call number listed. Turn the card over, and write down the call number listed as being the first one in the next unit. Take this card, a pen or pencil, and a dustcloth with you, and go up to the call number area being shelfread.
5. Find the correct unit by looking for the book with the call number listed as being the first on that unit. It is possible that that book may have been checked out after the call number survey was completed, so if you can't find the exact call number, look for the one that would be shelved next to it. This will be your starting point.
6. Read each call number as it appears on the shelf. Correct any errors you find, and keep track of the total number of errors you correct. If you find any books that are more than a row away from where they belong, count them as errors, and place them on the nearest Drop Truck. They will be collected in the next scheduled Pickup.
7. "Edge" the books as you work, making sure all the books come right to the edge of the shelf.
8. Dust the ends of the shelves, the bookends, and the tops of the books.
9. Work your way down to the bottom shelf. When you reach the last book on the bottom shelf, that unit has been completed.
10. If you are sure you have enough time left in your work-shift to complete another unit, turn the index card over and start the next unit, once again keeping track of the total number of errors corrected. **DO NOT BEGIN ANOTHER UNIT UNLESS YOU ARE CERTAIN YOU CAN FINISH IT – never stop in the middle of a unit. If you're not sure, DON'T START THE SECOND UNIT.**
11. **NEVER SHELFREAD MORE THAN TWO UNITS IN A ROW WITHOUT COMING BACK DOWN TO STACKS MANAGEMENT – shelfreading can be hard on the eyes, and after two units, if you have time left in your work-shift, you should work on something else.**

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SECTION FIFTEEN – ADDITIONAL PROJECTS

- A. There will frequently be projects underway in Stacks Management that do not fit under any of the regular Daily Duties and Assignments on the Task Assignment Priority List. These will be handled as ADDITIONAL PROJECTS, as shown on the Priority List.
- B. On the Stacks Management bulletin board there is an erasable chart listing several Additional Projects folders, with space for a brief description of whichever tasks are currently underway. The folders themselves are located in the ADDITIONAL PROJECTS basket, on the smaller processing table in the Stacks Management work area.
- C. Each folder has a sheet clipped to it indicating the current project assigned to that folder. Inside each folder will be a complete instruction sheet, a list of approved workers if applicable to that assignment, and whatever logs or forms are necessary to the assignment. If there is no list of approved workers in the folder, that assignment is open to anyone who feels confident that s/he understands the procedures as outlined in the folder.
- D. Always follow the instructions closely, especially those for logging progress.
- E. If you are the worker who finishes a particular project, leave the folder in the basket marked for COMPLETED PROJECTS.
- F. If there are no active ADDITIONAL PROJECTS, go to the next task on the Priority List.

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SECTION SIXTEEN -- SHIFTING

- A. Shifting is the third item on the "one hour or more" assignments on the Job Assignment Priority List, but you only shift if you have been approved to do so. Otherwise, proceed on to the fourth assignment on the list.
- B. MAIN COLLECTION -- major shifting projects
1. A 'major shifting project' is one that requires that a majority of shelving on a particular floor of the Main Collection will need to be shifted. This usually happens because new shelving has been erected, and we are moving books into that shelving, so the available expansion space is spread out through all the call number areas on that floor.
  2. **NO ONE IS TO WORK ON A MAJOR SHIFTING PROJECT WITHOUT BEING APPROVED BY THE STACKS MANAGER!** There are always little points that need to be made, and I prefer to see to it that people are properly trained before they go up to work on the project. Although there are written instructions in the wire basket designated for "Shifting Instructions", I prefer to personally walk every potential shifter through the system.
  3. For any major shifting project in the Main Collection, I do considerable planning before sending anyone upstairs to start shifting. First, I break down the affected areas into smaller sections, and then determine exactly how many individual shelves should be allocated to each of these sections. Colored index cards may be distributed among the shelves, calling attention to where each different section should begin and giving the count of individual shelves allocated to that section. While shifting, keep watching for the next colored tag; once you see it, check to make sure you are leaving enough room to spread the books out into the proper amount of space, without encroaching upon space reserved for the next call number or title section. If it appears that there are too many individual empty shelves, you can leave a few top or bottom shelves empty to compensate. On the other hand, if it appears that you may run out of space, you will need to leave less room on each individual shelf.
  4. If you discover that there is a large discrepancy or too large a difference between what needs to be moved and the space allocated for it, stop shifting until I can be alerted and make a decision how best to cope with the situation.
  5. The usual rule in a major shifting project is to fill each individual shelf 3/4 full, leaving 12-15 inches empty. This rule will not apply to the Bound Periodicals, however, since there isn't any need to leave empty space between volumes if none are missing. Therefore, in the Bounds, leave only enough space for the bookend, until you get to the last shelf containing that title. Then, leave the amount of space I have specified on the colored tag, or follow whatever special instructions I have posted on the white notice board, the bulletin board, or your individual instruction sheet.
  6. Occasionally, in the Main Collection, there is a particular multi-volume set or annual series which can fill an entire individual shelf all by itself. If there are no other books that are going to be shelved on that particular shelf, you can fill the entire shelf with a set or series, still leaving enough space for a bookend so that if a few volumes are checked out, the rest of the set can still be kept properly upright.
  7. **ALWAYS** take a dust cloth up with you. Dust each shelf as it is emptied, and dust the bookends.
  8. It is always a good idea to take a few spare bookends up with you. These are stored in one of the Stacks Management filing cabinets. You can always bring the extra ones back down again.

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9. For a major shifting project, you will definitely need to take an empty book truck with you. Use this upstairs only as long as you are shifting; bring it back down with you when you are through, unless someone has arrived to take your place. NEVER leave an empty truck up near a shifting project; patrons have a tendency to 'borrow' these trucks if they are doing major research and don't want to carry books back and forth between the stacks and the table or carrel they are using, or they assume any empty truck is a drop truck, and leave books on the truck to be reshelved. **BRING YOUR EMPTY TRUCKS DOWNSTAIRS!**
10. Whenever you finish emptying a row of shelving, remove the old range finder tags, to avoid patron confusion. I will make temporary range finder tags for the newly filled shelves within a day or two; it is better to have rows without range finders than with incorrect ones.
11. THINGS TO WATCH OUT FOR:
  - a. Keep the books in proper call number order, and periodicals in proper title and volume order. You won't have time to shelfread as you shift, but make sure that you put books back on the shelves in the same order that you removed them.
  - b. When removing books from the shelves to be moved, DO NOT skip shelves, leaving one shelf either empty or half full, unless there is a tag or notice specifically instructing you to leave that space empty, or someone may have to reshift to make up for your error. Always check that the bottom shelf of the previous unit is empty before you begin emptying a new unit!
  - c. If you spot badly misshelved books, bring them down to be checked through the Voyager database; they could be on the missing list, or still charged out to patrons.
  - d. Until further notice, DO NOT bring down damaged items to send to the Bindery unless they are literally falling apart and cannot be reshelved. The Bindery budget is very tight, so some items will simply have to wait for minor repair work.
12. On major shifting projects, it is permissible to work in pairs. However, you are expected to be shifting, not carrying on a social conversation. When discussing the project, always keep your voices quiet, to avoid annoying patrons who are already being disturbed by the inevitable noise of moving books around on metal booktrucks and metal shelves. Also make sure that it doesn't distract you from what you are doing, causing you to make stupid mistakes that may require reshifting to correct.
  - a. This rule also applies to personal stereos or radios: it is permissible to use them, but you MUST be certain that the volume is low enough so that only you can hear it. Remember that sound can 'leak' from the earphones if you have the volume on too loud, and this could also disturb the patrons.
  - b. When you are working in pairs, I expect you to be able to work out for yourselves how you want to handle the workload. One person can load one truck while the other unloads a different truck, as long as the trucks are moved in proper call number order, or you may choose to have one person handing books to the other, working with one single truck. As long as the books get properly moved, in decent call number order, either method is fine, just don't spend so much time debating how to proceed that you don't get any shifting done!

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13. The usual rule is to work on a major shifting project for no longer than two hours straight without taking a break of some kind. Also, if you feel that you may injure yourself by shifting any longer, you may come down early. DO NOT work so fast that you risk sprains or other injuries. DO NOT lift several books at a time without supporting them with both hands, and DO NOT lift more weight than is comfortable for you. Only take as many books in one hand as you can without 'stretching', or you could injure the tendons in your hand and wrist. If you do have an accident or injure yourself, report it immediately, to me if I am here or to the Circulation/Reserve staff; if you are shifting during one of those times when no regular staff is on duty, leave a full report of the incident taped to my computer terminal, so I will find it easily the next day. You may be requested to accompany us to Personnel to fill out a report there. These reports are necessary, just in case the accident or injury turns out to be serious enough to warrant medical treatment beyond that available at the student health service, because you are eligible for Worker's Compensation benefits - IF a report was properly filed, within the correct time limit. Sometimes an accident that seems minor may later require treatment, so ALWAYS report it.

E. MAIN COLLECTION -- Spot-shifting projects

1. Because we are always adding new books to our collection, and because our shelves are already crowded, frequently it will be necessary to do some 'spot-shifting' to relieve overcrowding in one particular unit or row. I regularly survey the Main Collection to choose which areas are most in need of spot-shifting. I will either write a small project up as a Special Assignment, or write up a larger one as an ADDITIONAL PROJECT, in which case all the necessary instructions will be enclosed in the appropriate folder.
2. If you are working on a spot-shifting assignment as an ADDITIONAL PROJECT or as a Special Assignment, and you are unable to complete the entire assignment in the time allotted to you, make sure that you properly indicate your progress for the next worker.
3. Descriptions for spot-shifting projects will all follow the same general pattern. First, I will specify which row or rows are concerned, identifying the rows by their range finder tags. If there are only specific units within a row that need work, I will identify these by number - the unit furthest to the right in each row will be Unit #1, and the numbers will progress from there. Next, I will define the specific problem, for example: "several units are considerably overcrowded but the top and bottom shelves in many units are empty. Starting at the beginning of the row starting with PN 1023, begin shifting into those empty or underutilized top and bottom shelves, spreading the books out to take up more than 3/4 of each shelf (leave approx. 9-12 inches at the end of each shelf)". I will always try to be as specific as possible with these instructions, but if you have questions, please feel free to contact me. If I am not available, you may work on another assignment rather than proceed with a spot-shifting project about which you are uncertain.
4. Just as with major shifting projects, ALWAYS take a dust cloth up with you, and dust each shelf and bookend as you go.
5. Sometimes individual shelves are so crowded that the bookend has been removed, so it is always a good idea to bring up a few extra bookends just in case. You can always bring the unused ones back down again.
6. If you feel more comfortable working with a book truck, you may use one for a spot-shifting project, but NEVER leave such a book truck upstairs in the stacks. Bring it back down when you are finished for the day.
7. Usually, spot-shifting projects go faster if one person works on them alone, and I would prefer that you not work in pairs on these projects.

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8. Follow all the rules for major shifting projects, especially those involving safety and avoided injury. Don't move more books at a time than your hand can carry without stretching, and always support the books with both hands to avoid strain. Report any accident as soon as possible. Use a personal stereo or radio if you wish, but keep the volume down so low that no sound 'leaks' past the earphones.
9. Spot-shifting assignments should usually be worked on for no longer than two hours. If you don't finish in that time, be sure to indicate clearly how far you got, so the next worker to take that assignment knows where to start.

**E. SPECIAL COLLECTIONS**

1. Shifting in the special collections is rarely necessary. Only the Browsing Room collection is still growing, and therefore this is the only special collection where shifting would ever be necessary. If this happens, it will be posted as an Additional Project, and all necessary instructions will be included in the folder. The Neumann and Putney collections do not increase, and therefore will never need more room than they already have.
2. It may occasionally be necessary to do some spot-shifting in the quartos. These projects will also be handled as Additional Projects, with all instructions included in the folder.

**F. PERIODICALS**

1. Shifting in Bound Periodicals, Newspapers, and the microforms will be handled on an Additional Project basis. All necessary instructions will be enclosed in the appropriate folder.
2. Shifting in Current Periodicals is usually handled by Technical Services, and is determined by any new subscriptions the library buys, or any old subscriptions that are cancelled. It may be necessary to change the Range Finder signs after such a project has been completed; this will normally be handled as a Special Assignment, and appropriate instructions will be supplied at that time.

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SECTION SEVENTEEN -- INTRODUCTION TO THE EMC

- A. The EMC, or Educational Materials Center, is actually several small, specialized collections combined into one area, all serving the needs of Education and related departments. It is located just past the microform collection, with its own Service Desk further back toward the windows.
- B. Each of the little special collections in the EMC is shelved separately, some with Library of Congress call numbers and others shelved with different systems of classification. Stacks Management is now responsible for shelving in the EMC, and we also search for lost or missing EMC materials, so it is necessary to be familiar with the different little collections and how each type of material is identified on the label and organized on the shelf.
1. **MUSIC COLLECTION**  
The Music Collection, all on compact disks, is shelved against the wall immediately past the door between Stacks Management and the microform collection. Each disk has a label indicating MC and a number; occasionally, there is a set of disks with the same number followed by a 'part' number. This collection is shelved in simple numerical order.
  2. **AUDIOVISUAL**  
The Audiovisual Collection consists of kits, games, maps, videotapes, audiotapes, and other AV materials. They have all been assigned LC call numbers, and are shelved a little further down from the Music Collection, toward the hallway. Occasionally, there are some very large items that do not fit in their proper place on the AV shelves, and have been placed on an adjacent shelf, out of order. Checking here is a good idea if you aren't sure exactly what specific type of AV item you are searching for. There are also racks along the north wall just past the AV shelving, for pictures, posters, maps, and oversize kits housed in large plastic bags.
  3. **EMC REFERENCE**  
The EMC Reference collection is shelved in a straight line down the very middle of the EMC, and is kept in LC call number order. None of these items circulate, but they may be taken to different parts of the library, so watch for the "EMC" preface.
  4. **JUVENILE**  
The Juvenile Literature, or children's book, collection is shelved further down from the Reference books, down toward the windows. These books are shelved in alphabetical order according to the author's last name, and then by title. The label gives only the first 2 letters of the author's last name, or in some cases the first 2 letters of the title.
  5. **FICTION**  
Just past the Juvenile section, still under the windows but moving toward the Elmwood side of the building, is the General Fiction collection. Like the Juvenile books, these books are shelved in alphabetical order by author's last name and then by title, and the label gives only the first 2 letters of the author's last name, or in some cases the first 2 letters of the title. When searching for items in either the Juvenile or General Fiction sections, it is wise to search both collections.
  6. **NONFICTION**  
Continuing toward Elmwood past the General Fiction section is the Nonfiction Section. These books have all been assigned Dewey Decimal call numbers, a system you probably encountered in high school and still see in most public libraries. This system works first in numerical order, and then a combination of alphabetical and numerical. This is the only area in this library that uses the Dewey Decimal system.

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7. TEXTBOOKS

Moving back toward the microforms from the Nonfiction section are the Textbooks. These are examples of the kinds of textbooks that are available for use in primary and secondary schools. The books have all been assigned LC call numbers, with suffixes indicating grade, teacher's edition or student edition, etc., and with TEXTBOOK on the call number label.

8. TEACHING IDEAS

These are books specifically chosen and set aside for their value as special reference sources for teachers. The items have been assigned LC call numbers, with TEACHING IDEAS on the call number label. These books are shelved at the very beginning of the Textbook area.

8. CURRICULUM GUIDES

Curriculum Guides are class plans and lists of materials used in classes, from various schools across the state, and some from out of state. The collection is shelved right after the Teaching Ideas collection. These items have also been assigned LC call numbers, and the labels indicate Textbook, but with a yellow dot above the label.

C. There are other various small collections, like pictures, maps, posters, etc.. You will probably pass these collections when looking for other materials; take a few minutes whenever you see a new collection to familiarize yourselves with the type of material included, how the items are organized, and how they are labeled.

D. If you need help in searching for EMC items, you can ask the personnel at the EMC Service Desk for assistance.

F. ORGANIZING EMC BOOK TRUCKS

When organizing book trucks to be shelved in the EMC, follow the same basic procedure used for Main Collection trucks, but ALWAYS follow this order when putting the various collections on the truck:

1. Music Collection
2. Audiovisual
3. Picture Books
4. Fiction
5. Nonfiction
6. Teaching Ideas
7. Curriculum Guides
8. Textbooks
9. Reference

Then, use the EMC Accuracy Checklist form, which has spaces to identify 4 items each from AV, Picture Books, Fiction, Nonfiction, and Textbooks (including Teaching Ideas and Curriculum Guides). If there aren't enough items from each of these areas, include extra items from another area that has more than enough – be sure to indicate on the list which area these items are actually from.

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SECTION EIGHTEEN -- HOUSECLEANING DUTIES

- A. Another assignment indicated on the "less than one hour" portion of the Job Assignment Priority List is straightening newspapers. To perform this duty, you simply go over to the newspaper bins and straighten the piles of newspapers underneath the bins on the shelves. You are not necessarily shelfreading the newspapers, although, if you have sufficient time this is certainly permissible. The primary intent of this assignment, however, is to simply keep the newspaper shelves looking neat. If there are any newspapers left lying loose on surround tables, you should reshelve these also.
  
- B. The final assignment indicated on the "less than one hour" portion of the Job Assignment Priority List is dusting the newspaper shelves. This means precisely what it says: take a dust cloth and dust the shelves, lifting the newspaper bins and the newspapers themselves to dust the shelves underneath and then replacing the papers, and lifting each pile of current periodicals to dust the shelves underneath those. You may leave a note pinned on the Assignment Board telling other workers where you stopped, so someone can proceed with the rest of the assignment. This, however, is not a top priority assignment; for the most part, it can be left for weekends or late evenings when everything else in the Stacks Management areas has been completed or requires more time than you have left. If I feel that some dusting or actual washing of the shelves in these areas is necessary, I will post it as a Special Assignment or an Additional Project, and will include full instructions as part of the notice.

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SECTION NINETEEN -- PHOTOCOPIERS

- A. You may occasionally be called upon to help with certain photocopier duties.
- B. **RESTOCKING PAPER**
1. If you haven't done this before, have me, or one of the Circulation/Reserves staff, show you how to do this.
  2. Take one of the flat-shelved trucks and fill it with 4-6 reams of paper, from the boxes just past the Notice Board.
  3. Get the copier keys from the key box in Circulation/Reserves; ask a staff person for help with this. The square key opens the side door where the paper trays are located; extra paper is stored beneath the paper trays.
  4. Go to each copier on first floor. There should be two reams of 8 1/2" x 11" paper and one ream of 8 1/2" x 14" in the copiers at all times. They should be positioned so that the arrow on the side label points upwards. Relock the door when finished.
  5. For the second floor copiers, paper supplies are in the desk between the copiers, so you don't need to bring paper up with you. The round copier key opens the desk, which also contains staples to refill the stapler, tape, and "out of order" signs. Make sure there are two reams of 8 1/2" x 11" paper and one ream of 8 1/2" x 14" paper in each copier. If you notice that supplies in the desk are getting low, take a truck downstairs and bring a box of paper up to refill the desk.
- C. **TONER**
1. **DON'T ATTEMPT TO ADD TONER IF YOU HAVE NOT BEEN TRAINED TO DO IT.**
  2. If toner needs to be added, because copies are light or the machine has run completely out of ink, and you have not been trained how to add toner, notify the Circulation/Reserves staff.
  3. If toner needs to be added and you have been trained to do it, toner supplies are in the copiers near the paper. There should always be four toner bottles in each copier. If there aren't, let a Circulation/Reserve staff person know.
  4. The same key that unlocks the side door, unlocks the toner lid, located to the right of the copier lid. Inside, another lid opens vertically, revealing a dip stick.
    - a. Pull down the flat covering the toner spout.
    - b. Push the spout as far upwards as it will go.
    - c. Remove the cap and insert the dip stick (similar to checking the oil in your car).
    - d. If it registers less than an inch on the dipstick, then toner must be added.
  5. **PLEASE READ THESE NOTES BEFORE ADDING TONER.**
    - a. **DO NOT ATTEMPT TO ADD TONER IF YOU HAVE NOT BEEN TRAINED.** See above for instructions on who to notify about a machine that needs toner added.
    - b. The only way the machine knows that it needs toner is by an optic eye which evaluates a black patch on the drum inside the machine.
    - c. The level of toner in the toner hopper is not monitored.
    - d. The machine can be 'fooled' if the optic eye is dirty. The optic eye may be black with ink and thus think it has plenty of toner when actually the copies are light. If the optic eye is white with paper dust then it may think it needs toner when it really does not. Therefore, **THE DIPSTICK MUST BE USED TO CHECK THE LEVEL IN THE TONER HOPPER TO DETERMINE IF THE MACHINE ACTUALLY DOES NEED TONER.**
    - e. If the dipstick is white, add one bottle of toner.
    - f. If the dipstick has some ink, do not add toner.

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- g. NEVER ADD MORE THAN THREE BOTTLES
- h. To add toner:
  - 1. Tighten the cap on the bottle, squeeze any clumps, and then shake it up gently until ink feels loose.
  - 2. Lift the neck on the machine and take off the plastic cap.
  - 3. Take the cap off the ink bottle, keep the bottle upright, and lower it into the machine.
  - 4. Lean the top of the bottle on the neck of the toner hopper and tip the bottle slowly into the neck.
  - 5. DO NOT SQUEEZE THE BOTTLE. Twist it slowly from side to side to get all the ink out.
  - 6. Lightly tap the bottom of the bottle once, then pull it out of the neck on the machine. Replace the caps.
  - 7. Toner bottles are not recyclable.
- i. Toner is no longer carcinogenic. However, it is very messy and will stain your clothes if heat from your hand or another source sets the ink. Brush dry ink off your clothes with cloth, or soak clothes in Tide and cold water.

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SECTION TWENTY -- SELF-TRAINING GUIDES

- A. It is not always possible for me to personally train and approve each and every student working in my subunit, so I have established some self-training guides for the Daily Duties and some of the other Stacks Management responsibilities.
- B. If I am available for consultation, but am not able to leave my desk long enough to give you a real training session on a specific task, I will probably assign you a Self-Training Guide to whichever Daily Duty is top priority among the uncompleted tasks, or, if all the Dailies are done, to whichever other task is most immediate.
- C. If I am not available to give you an assignment, and all the Daily Duties for which you have already been trained have been done for the day, you can take a Self-Training Guide for whichever uncompleted task is highest on the priority list.
1. First, check the Daily Duties Chart. If there are any tasks on the Board with do not have any notations in the appropriate box to show that they have not been completed, choose the first one on the list.
  2. If the Dailies have all been completed, check the Job Assignment Priority List, and select a task from this list to work on.
  3. Read or review the section on this task in the Student Employee Manual.
  4. The Self-Training guides are located in several large plastic bins on the shelves of the Stacks Management counter. Each bin is labeled according to the Guides it contains. Find the guide for the task you have selected.
  5. Write your name and the date at the top of the Guide. Then, follow all the instructions given. You will be told what 'tools' you will need to accomplish this task, and then there will be step-by-step instructions. There will be questions for you to answer, to show that you have understood the instructions and have done the task properly.
  6. If the task you have selected is a Daily Duty, remember to sign your initials and the date in the appropriate box on the Daily Duties Chart.
  7. Remember to fill in the Activity Log properly.
  8. There is space provided at the end of each Guide for any questions or comments you may have.
  9. Once you have completed the Self-Training Guide, leave it face down in the appropriately labeled basket. I will double-check it, and make sure any questions you have about the task will be answered.