

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 3/A  
CATEGORY: DAILY DUTIES  
TITLE: PICKUP  
AREA: FIRST FLOOR**

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED: ONE EMPTY FLAT-SHELVED BOOKTRUCK, ONE PEN OR PENCIL, AND ONE PIECE OF SCRAP PAPER.

STEP ONE: Sign in, in the Activity Log. Your Activity is PICKUP, the area is FIRST FLOOR.

STEP TWO: Review *SECTION IX* in the Stacks Management Student Employee Manual (Pickups). When you are ready, use the erasable pen from the white Notice Board to check the box for FIRST FLOOR PICKUP on the Daily Duties Board.

STEP THREE: Collect any current periodicals and newspapers left on the wooden truck next to the worktables. Leave Bound Periodicals on the truck.

STEP FOUR: Take the book truck to the AV/microform area. Check the study tables and the equipment carrels; collect all library materials left there. Keep any reference items and periodicals separate from other library materials. If you find any untended Reserve items, return them to the Circulation/Reserve Desk.

STEP FIVE: Take your truck all around the EMC, and pick up all materials, either EMC or from other collections, left on tables, chairs, and 'drop trucks'.

STEP SIX: Take the book truck to the area directly across from the Circulation/Reserves area. Check the entire area. Collect all library materials left here, and keep any reference items or periodicals separate from other library materials.

STEP SEVEN: Now, take the book truck over to the south side of First Floor. As you pass the lobby photocopiers, check the Drop Trucks; collect all library materials, keeping the reference items and periodicals separate from the others.

Proceed on into the Reference Collection. As well as the Reference Desk, the Reference book collection, data base terminals, OPAC terminals, and index tables, this section also houses the newspapers and the current periodicals.

STEP EIGHT: Check the study tables and carrels all around the Reference area, and collect any library materials lying unused. (Exception: Reference index books left lying unshelved on the Index Tables or on top of the Reference Collection shelves should be left where they are, but collect any non-Reference library materials found in these places.) Check the Drop Truck next to the utility table; if there are any current periodicals here, leave them, along with any other current periodicals you picked up along the way. For the purpose of this Self-Training Guide ONLY, count the periodicals you have collected. How many current periodicals have you picked up? \_\_\_\_\_ (Normally, periodicals are not counted when doing pickups.)

Count all the reference items you collected and make a note of this number; then, leave the items on the Reference shelving truck near the Reference Deck. How many Reference items did you pick up? \_\_\_\_\_

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 3/A  
PAGE 2**

**STEP NINE:** Take your truck over to the newspaper area in the southwestern corner. Count how many newspapers you have picked up. How many are there?\_\_\_\_\_ Reshelve them in proper order in the bins or on the shelves under the bins (most recent daily issue on the front of the bin, others on the shelves underneath the bins, most recent Sunday issue in the Sunday Newspaper rack).

**STEP TEN:** Take your truck back to the Stacks Management office area.

Leave all the bound periodicals on the wooden truck in the Newspaper Processing area. For the purpose of this Self-Training Guide ONLY, count the bounds you collected. How many bound periodicals have you picked up?\_\_\_\_\_ (Normally, periodicals are not counted when doing pickups.)

Count the number of Government Documents you picked up, and leave these items in the appropriate drop point in Circulation/Reserve. How many were there?\_\_\_\_\_

Count the number of regular Main Collection books you picked up. Organize these into call number order on a shelving truck. How many were there? \_\_\_\_\_ Organize any EMC items you collected in shelving order on the truck. How many EMC items were there? \_\_\_\_\_ Check the small shelving unit next to my computer work station; if there are any library items on this unit, take them and include them with the other materials you have picked up. For the purpose of this Self-Training Guide ONLY, count these items. How many items were on this unit?\_\_\_\_\_ (Do not add this number to your Pickup counts; normally, you would not have to count the items on this unit when doing pickups.)

Take the truck up to the Staging area. Shelve the Main Collection items onto the regular Staging Shelves. Shelve the EMC items onto the EMC Staging Shelf unit.

Count the number of Main Collection quartos you picked up, and shelve them onto the Staging Shelf unit for quartos and special collections. How many were there?\_\_\_\_\_

Count the number of Browsing Room items you picked up, and shelve these onto the Staging Unit for quartos and special collections. How many items were there?\_\_\_\_\_

Count the number of Putney and Neumann books you picked up, and shelve these onto the Staging Shelf unit for quartos and special collections. How many were there?\_\_\_\_\_

**STEP ELEVEN:** Find the PICKUP/IN HOUSE USE LOG in the Combined Log binder. In the log, record all the items you picked up.

In the column for MAIN COLLECTION ITEMS, record the total number of Main Collection books and quartos you picked up. You DO NOT have to separate these two; simply include the quartos in the Main Collection count.

In the column for REFERENCE, record the total number of Reference items you picked up.

In the column for EMC, record the number of EMC items you picked up.

In the column for GOVERNMENT DOCUMENTS, record all the documents you picked up and left at the Document drop point in Circulation/Reserve.

**STACKS MANAGEMENT  
SELF-TRAINING GUIDE 3/A  
PAGE 3**

In the column for OTHERS, record the total number of Browsing, Putney, and Neumann items you picked up.

DO NOT record the number of periodicals you collected. Periodicals are normally counted only when they are reshelved.

STEP TWELVE: In the Combined Log Binder, find the PERIODICAL SHELVING LOG. Record the number of newspapers you reshelved here.

YOU HAVE COMPLETED THE FIRST FLOOR PICKUP. IF YOU HAVE ANY SPECIFIC QUESTIONS, PLEASE LIST THEM ON THE REVERSE SIDE OF THESE PAGE. LEAVE THIS PRINTOUT FACE-DOWN IN THE BASKET LABELLED SELF-TRAINING GUIDES ON THE SHELVES IN THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S COMPLETED SELF-TRAINING GUIDES IS STRICTLY FORBIDDEN AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S PRIVACY!**