

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

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| 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 TEN* in the Stacks Management Student Employee Manual (Pickups). When you are ready, check the box for FIRST FLOOR PICKUP on the Daily Duties Board. (If you have been instructed to do other pickups as well, check the boxes for the other pickups too.)

STEP THREE: Collect any current periodicals and newspapers left on the wooden truck underneath the bulletin board. Leave any 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 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 points'.

STEP SIX: Take the book truck to the area directly across from the Circulation desk. 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 Truck; collect all library materials, keeping the reference items and periodicals separate from the others.

Proceed on into Polk 101. As well as the Reference Desk, the Reference book collection, data base terminals, OPAC terminals, and computer printers, this section also houses the newspapers and the current periodicals.

STEP EIGHT: Check the study tables and carrels all around the area, and collect any library materials lying unused. Check the Drop Trucks near Current Periodicals; if there are any current periodicals there, 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.) How many newspapers did you pick up?_____. Shelf them in proper order on the newspaper shelves (reverse chronological order, with the most recent issue on top.)

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 back to the Stacks Management area.

**IF YOU ARE ONLY DOING THE FIRST FLOOR PICKUP, PROCEED TO STEP TEN.
IF YOU ARE DOING OTHER PICKUPS, PROCEED TO STEP THREE OF THE SELF-TRAINING GUIDE FOR THE NEXT PICKUP.**

STEP TEN: Leave all the bound periodicals on the wooden truck under the bulletin board. 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 at Circulation. 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?_____ On the wooden shelf unit just outside the processing area, there is a spot labeled "Ready for Staging"; any items here should be added to your shelving truck. 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. Shelf the Main Collection items onto the regular Staging Shelves. Shelf the EMC items onto the EMC Staging Shelves.

Count the number of Main Collection quartos you picked up, and shelve them onto the Staging Shelf unit for quartos and Leisure Reading (Browsing Room). How many were there?_____

Count the number of Leisure Reading (Browsing Room) items you picked up, and shelve these onto the Staging Unit for quartos and Leisure Reading. How many items 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, including those you left on the truck in Polk 101.

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 at Circulation.

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

In the column for LEISURE READING, record the total number of Browsing Room items you picked up.

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

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

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 labeled 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!**