

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 3/B
CATEGORY: DAILY DUTIES
TITLE: PICKUP
AREA: SECOND FLOOR, SOUTH**

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 SECOND SOUTH.

STEP TWO: If this is your first pickup, review *SECTION TEN* in the Stacks Management Student Employee Manual (Pickups). When you are ready, check the box for SECOND SOUTH PICKUP on the Daily Duties Chart.

STEP THREE: Load all the Bound Periodicals that have been left on the wooden truck in the Stacks Management processing area onto your flat-shelved book truck. Take the book truck up to Second Floor South. This section includes the Bound Periodicals and Main Collection call number sections A - E.

Collect all library materials lying loose outside of the stacks areas on Second South. Check all the study tables and carrels around the outer edge of the stacks areas, including the western edge of the bound Periodicals (against the windows). Check the tops of the quarto shelves, all the Drop Trucks, the photocopier, and the areas around the copier.

Load all regular and quarto (oversize) Main Collection items, Leisure Reading (Browsing Room) books, Government Documents, EMC items, reference books, and current periodicals onto your truck. Take all the Bound Periodicals from the Drop Trucks around the photocopiers, and load them onto the Periodical shelving trucks that are kept at the ends of various rows of shelving, along with any Bounds you picked up downstairs. Fill only the top two shelves of each Bound Periodical truck; at this point, they do not have to be in any particular order. For the purpose of this Self-Training Guide ONLY, count the number of bound periodicals you collected. How many Bound Periodicals were there? _____ (Normally, periodicals are not counted when doing pickups.)

**IF YOU ARE NOT DOING ANY OTHER PICKUPS TODAY, PROCEED TO STEP FIVE.
IF YOU HAVE BEEN INSTRUCTED TO DO ANOTHER PICKUP, PROCEED TO STEP THREE OF THE SELF-TRAINING GUIDE FOR THE NEXT PICKUP.**

STEP FOUR: Bring your loaded truck downstairs to the Stacks Management area. Sort all the materials you have picked up by the collection into which they belong. Load the current periodicals onto the wooden truck in the Processing Area. For the purpose of this Self-Training Guide ONLY, how many current periodicals did you pick up? _____ (Normally, periodicals are not counted when doing pickups.)

Check inside the front cover of any reference items you picked up to verify that they have not been removed from reference. Items that are no longer reference books will have the DO NOT REMOVE sticker crossed off; these should be treated as regular Main Collection items. Books that are legitimate reference items should be counted and left in the Reference Materials drop point

at Checkout/Reserve. How many legitimate reference books did you collect? _____

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Count the Government Documents you picked up, and leave them in the appropriate drop point. How many documents did you collect? _____

Count the Leisure Reading (Browsing Room) items you picked up, and shelve them appropriately onto the Staging Shelf unit. How many of these items did you collect? _____

Count all the EMC items you collected. How many were there? _____

Count all the Main Collection items you collected, including quartos. How many were there?

Place the EMC items back onto the truck. Then, organize the Main Collection items into call number order on the truck, and take it up to the Staging area. If time permits, shelve all the items onto the appropriate Staging shelves; otherwise, place a READY TO GO ONTO STAGING sign on the truck and leave it in the Staging area.

Count any newspapers you collected, and leave them on the wooden truck in the processing area. How many newspapers did you collect? _____

STEP FIVE: Record all your counts (except periodicals and newspapers) in the PICKUP LOG in the Combined Logs binder. Be careful to note the correct counts in each column, as designated.

YOU HAVE COMPLETED THE SECOND FLOOR SOUTH PICKUP. If you have any specific questions, please list them on the reverse side of this printout. Leave the completed printout face-down in the basket labelled SELF-TRAINING GUIDES under the Stacks Management counter. **READING ANYONE ELSE'S SELF-TRAINING GUIDE IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S PRIVACY!**