

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 3/D
CATEGORY: DAILY DUTIES
TITLE: PICKUP
AREA: THIRD FLOOR NORTH**

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED: one empty 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 THIRD FLOOR or THIRD NORTH.

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 THIRD FLOOR NORTH PICKUP on the Daily Duties Chart.

STEP THREE: Take the book truck up to Third Floor North.

Start by checking the lobby bridge, and collect any library materials. Remember to check the tables on BOTH sides of the bridge. If you collect any Documents on the south side of the bridge, count them for statistical purposes, make a note of the count, and then return the documents to the Service Desk in the Government Documents area. How many documents did you collect here? _____

After you have finished picking up the lobby bridge areas, proceed back into the main area of Third Floor North. Check all the study tables down the center of the area, and the drop trucks, and collect all library materials. Then, check all the study carrels around the outer wall, behind the stacks areas, and include the Drop Truck kept next to the "R" section. If there are books in the 'locker' above one of the carrels, and there is no padlock locking them in, make a note of the locker number, and check the books. If they are library books, and there are no due date cards in the pockets, bring the books down to Circulation to verify if they are checked out. Give me a note with the locker number, indicating that there was no padlock.

STEP FOUR: Take your truck down to Second Floor and over to the South side. Leave all the bound periodicals you collected on a periodical shelving truck in the Bound Periodicals area, in alphabetical order if time permits. For the purpose of this Self-Training Guide, how many bound periodicals did you collect? _____ (Normally, periodicals are not counted when doing pickups.)

STEP FIVE: Go back across to the elevator, and take the truck down to the Stacks Management area. Sort the materials according to the collection they belong in.

Leave all the current periodicals on the wooden truck in the Processing area. For the purpose of this Self-Training Guide ONLY, how many current periodicals did you collect? _____ (Normally, periodicals are not counted when doing pickups.)

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

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Count all the Leisure Reading (Browsing Room) books you collected and then shelve them onto Staging. How many of these items did you collect? _____

How many Reference items did you collect? _____ Leave them in the appropriate drop point at Checkout/Reserve.

If you collected any Government Documents outside of the Third Floor south lobby bridge area, count them and distribute them to the drop point at Checkout/Reserve. Add this count to the number you collected on Third Floor and returned directly to Government Documents. How many government documents did you collect altogether? _____

Count any EMC items you collected, and place them back on the truck. How many were there? _____

Count all the Main Collection items you collected, including quartos. Organize the regular Main Collection items into call number order on the truck. How many Main Collection items did you collect? _____

Take the truck up to the Staging area. If time permits, shelve all the materials onto the appropriate Staging Shelves. Otherwise, place a READY TO GO ONTO STAGING sign on the truck and leave it in the Staging area.

STEP SIX: Record all the counts in the appropriate columns in the PICKUP LOG in the Combined Logs binder.

YOU HAVE FINISHED THE THIRD FLOOR NORTH 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 on the shelves beneath 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!**