

**STACKS MANAGEMENT
SELF-TRAINING GUIDE 5/B
CATEGORY: DAILY DUTIES
TITLE: PM CURRENTS
AREA: FIRST FLOOR SOUTH**

STUDENT	
DATE	

PLEASE NOTE: THIS PARTICULAR DAILY DUTY SHOULD BE PERFORMED AFTER 4:00 PM.

FOR THIS TASK, YOU WILL NEED: AN EMPTY FLAT-SHELVED BOOK TRUCK.

STEP ONE: Sign in, in the Activity Log. The activity is PM CURRENTS, the area is CURRENTS.

STEP TWO: Review *SECTION VII* of the Stacks Management Student Employee Manual (Shelving Periodicals). When you are ready, use the erasable pen from the white Notice Board to check the box for PM CURRENTS on the Daily Duties Chart.

STEP THREE: Check the wooden drop truck in the Periodicals Processing area, and collect any Main Collection current periodicals and newspapers that have been left there (Do not take any Browsing Room or EMC periodicals). How many magazines did you collect? _____ How many newspapers? _____

Place these on your truck, and, using the door to the elevator hallway, take the truck out past the Circulation/Reserves Desk into the lobby. Check the lobby drop trucks and the photocopiers there, and collect any current periodicals you find. How many periodicals did you collect? _____ How many newspapers? _____

STEP FOUR: Proceed on into the Reference area. Check the tables near the newspaper section, and collect any newspapers left there. Count and reshelve all the newspapers you have collected. How many newspapers did you reshelve? _____

Check the drop truck next to the utility table in the Current Periodicals. Also check the tables immediately adjacent to the current periodicals shelving. Collect all the current periodicals you find. How many did you collect here? _____

STEP FIVE: Using the book truck, utility table or an empty study table, organize all the current periodicals you collected into alphabetical order according to title, and then organize each title in chronological order. Pay close attention to the title, because the actual first word is not always obvious. For example, the words "Gerontological Nursing" are in the largest size print on the cover of one magazine. However, the complete title is "Journal of Gerontological Nursing", and it will be filed under that title. Usually, Technical Services staff will underline the first title word to use for most of these confusing journals. Count all the periodicals you are about to shelve, to record in the Periodicals Shelving Log. What is the total number of current periodicals you have collected and are now going to shelve? _____

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Each shelf in the Current Periodicals section is labeled with the titles that belong on that shelf. The magazines should be neatly piled on the shelves with the oldest issue on the bottom and the most recent issue on top. While you are reshelving all the current periodicals you collected, also straighten all the other titles on the current periodicals shelves. You may have to check the chronological order of those titles which appear to have taken a lot of use (issues scattered across the whole shelf rather than piled neatly, lots of issues picked up from the drop trucks, etc.).

STEP SIX: When you return to the Stacks Management area, record the number of newspapers and current periodicals you shelved in the Periodicals Shelving Log, found in the Combined Logs binder.

FINAL NOTE: If you cannot find a shelf labeled for a particular periodical title, check the Periodicals Holdings Catalog list. That journal may be shelved under a slightly different title. For example, "Journal of the American Cat Lovers Association" may actually be shelved under "American Cat Lovers Association Journal". The Holdings list will also tell you if this title is actually from Government Documents, EMC, or Reference, in which case it should be routed to the appropriate drop point in the Circulation/Reserves area.

YOU HAVE NOW FINISHED THE PM (AFTERNOON) CURRENTS. IF YOU HAVE ANY SPECIFIC QUESTIONS, PLEASE LIST THEM ON THE REVERSE SIDE OF THIS PRINTOUT. PLACE THE COMPLETED PRINTOUT FACE-DOWN IN THE BASKET LABELLED SELF-TRAINING GUIDES ON THE SHELVES UNDER THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S COMPLETED SELF-TRAINING GUIDES IS STRICTLY FORBIDDEN, AND IS GROUNDS FOR IMMEDIATE DISMISSAL. RESPECT EVERYONE'S PRIVACY!**