

**STACKS MANAGEMENT
 SELF-TRAINING GUIDE 10
 CATEGORY: PRIORITY LIST
 TITLE: SHELFREADING MAIN COLLECTION
 AREA: VARIES**

STUDENT	
DATE	

FOR THIS TASK, YOU WILL NEED A PEN OR PENCIL, A BLANK INDEX CARD, AND A DUST-CLOTH.

STEP ONE: Sign in, in the Activity Log. Your activity is SHELFREADING; for now, leave the area column blank.

STEP TWO: Review *SECTION XIV* in the Stacks Management Student Employee Manual (Shelfreading).

STEP THREE: On the Newspaper Processing table, at the end of the Stacks Management counter, is a binder labeled "Shelfreading". This contains specific instructions for Main Collection shelfreading, and the project log. Each line in the project log refers to one unit of Main Collection. (A "unit" is defined as 6-7 shelves placed on a frame, which is connected to other frames to form a row of shelving units.) Each line indicates the first call number shelved in a unit. Check for the next unit to be shelfread, following the instructions in the Shelfreading binder. Indicate your initials and the date in the appropriate columns in the log, so the next shelfreader will know where you are working. Take a blank index card from the box next to the binder, and on it write the first call number in the unit you will be shelfreading. What is this call number? _____

STEP FOUR: On the reverse of this card, write down the first call number in the next unit to be shelfread, in case you have time to do a second unit. Take the card, a pen or pencil, and a dust cloth upstairs with you, and find the row that includes the unit you will be shelfreading. What is the range finder tag for the row in which your starting call number should be located? _____

STEP FIVE: Find the starting call number, or the call number closest to it (sometimes the book with the starting or ending call number listed on the card has been checked out, so look for the call number that would be nearest to it). Read each call number as you find it on the shelf, counting and correcting each error you discover. (You can count by making "slash" marks on the card if this is easier for you than trying to remember the count.)

STEP SIX: Dust each shelf and bookend as you work. When you get to the last book on the bottom shelf, you have finished that unit. What was the last call number on your unit?

How many total errors did you find and correct? _____ Count the total number of items shelved on that unit. How many books were shelved on the unit you just finished? _____

STEP SEVEN: If you are sure you have sufficient time left in your work shift to finish another unit, follow the same steps. **DO NOT BEGIN THE NEXT UNIT UNLESS YOU ARE CERTAIN YOU CAN FINISH IT** – never stop in the middle of a unit. If you're not sure, **DON'T START THE SECOND UNIT**. When you are done for the day, bring the card and the dust cloth back down with you. Leave the dust cloth neatly folded on top of the box of cloths, if it is still usable; if it is too dirty to reuse, throw it out. Finish filling out the line in the log, indicating the number of errors you found and corrected, and the number of items in the unit. If you completed a second unit, fill in that line as well, indicating your initials, the date, the number of errors corrected, and the number of items on the unit. The index card can be thrown away.

YOU HAVE NOW COMPLETED YOUR FIRST MAIN COLLECTION SHELFREADING ASSIGNMENT. IF YOU HAVE ANY SPECIFIC QUESTIONS, PLEASE LIST THEM ON A PIECE OF SCRAP PAPER AND ATTACH IT TO THIS PRINTOUT. LEAVE THE PRINTOUT FACE-DOWN IN THE BASKET LABELLED SELF-TRAINING GUIDES ON THE SHELVES BENEATH THE STACKS MANAGEMENT COUNTER. **READING ANYONE ELSE'S SELF-TRAINING GUIDES IS STRICTLY FORBIDDEN AND IS GROUNDS FOR IMMEDIATE DISMISSAL. PLEASE RESPECT EVERYONE'S**

PRIVACY.