

**STACKS MANAGEMENT  
STUDENT EMPLOYEE MANUAL  
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SECTION ONE -- PROHIBITED CONDUCT

- A. Work Performance
  - 1. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions \*
  - 2. Loafing, loitering, sleeping or engaging in unauthorized personal business \*
  - 3. Negligence in performance of assigned duties \*
  - 4. Failure to fill out required logs and/or statistical forms as instructed
  - 5. Falsifying logs and/or statistical forms
  - 6. Failure to follow proper Stacks Management procedures as outlined in the Stacks Management Student Employee Manual
  - 7. Failure to follow the correct assignment priority order, unless specifically instructed to do otherwise
  - 8. Studying or socializing on work time
  - 9. Failure to read all notices posted on the Assignment Board and the erasable white Notice Board and/or to follow the procedures or instructions outlined in those notices
  - 10. Attempting to perform duties for which you have not been approved, unless you have been specifically instructed to do so
  
- B. Attendance and punctuality
  - 1. Failure to report promptly at the starting time of a shift, or leaving before the scheduled quitting time of a shift without the specific approval of a supervisor \*
  - 2. Unexcused or excessive absenteeism \*
  - 3. Failure to notify a supervisor promptly of unanticipated absence or tardiness\*
  - 4. Excessive schedule changes; failure to follow any makeup schedule that has been arranged; failure to work at least 90% of scheduled hours over the course of a semester or to find a substitute to take your place if you cannot make up your scheduled hours
  - 5. Repeated failure to properly update KRONOS within the specified time period
  - 6. Excessive or overlong breaks
  
- C. Use of property
  - 1. Unauthorized possession or removal of University or another person's property \*
  - 2. Unauthorized use of library telephones
  - 3. Unauthorized examination of documents or papers that may reveal aspects of other students' records, examination of staff members personal papers, or otherwise violating other people's privacy

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- D. Personal action and appearance
1. Threatening, attempting, or doing bodily harm to another person \*
  2. Threatening, intimidating, or interfering with, or using abusive language towards, others \*
  3. Making false or malicious statements concerning other employees, supervisors, and students of the university \*
  4. Use of alcoholic beverages or illegal drugs during working hours \*
  5. Reporting for work under the influence of alcoholic beverages or illegal drugs\*
  6. Unauthorized solicitation for any purpose \*
  7. Inappropriate dress or lack of personal hygiene which adversely affects proper performance or duties or constitutes a health or safety hazard \*
  8. Failure to exercise good judgement, or being discourteous, in dealing with fellow employees, students, or the general public \*
  9. Carrying and/or consuming food and drink in violation of library regulations - snacks and/or beverages are permissible only in the Access Services break/meeting room
  10. Use of a personal stereo/radio with volume turned high enough for others to hear
  11. Loud and/or frequent conversations with patrons or other student employees in public areas of the library
  12. Failure to notify the library of address and/or telephone changes
- E. Any combination of these violations could result in the termination of your employment. Violations will be noted either in routine evaluations, conferences with the Stacks Manager, or in Disciplinary Warnings from the Student Supervisor. If you have any questions about these work rules or about any specific violations listed on your evaluations, please arrange to meet with the Stacks Manager and/or the Student Supervisor to discuss them.
- F. An asterisk (\*) indicates a Work Conduct Rule that also applies to the classified staff of the University of Wisconsin-Oshkosh. Throughout your working life, wherever you are employed, you should expect to have specific rules regarding your conduct in the workplace, and your adherence to these rules will be seen as an important indicator of your abilities and your value as an employee.

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SECTION TWO -- ATTENDANCE RULES

- A. Anticipated absences and/or temporary schedule adjustments MUST be reported to me, Roberta Stuemke, or to the Circulation Services Student Supervisor as soon as possible, preferably with the name of a substitute who will work your missed hours. Adjustments should also be listed on the calendar next to the Activity Log on the Stacks Management counter. Depending upon the reasons for the absence, and any budget constraints that may be in place, you may be allowed to schedule makeup time for some or all of your missed hours. The makeup schedule MUST be set up within 24 hours of the first hour missed, and the time should be made up by the end of the next pay period. If you fail to follow the makeup schedule, you cannot reschedule again, and this will probably count as an UNEXCUSED ABSENCE. Repeated failure to honor makeup schedules will result in denial of makeup privileges and/or a Disciplinary Warning.
- B. Unanticipated absences and/or schedule adjustments MUST be reported within 24 hours of the first hour missed.
- C. Absences that are not reported within the appropriate time periods will be listed as Unexcused. If there are extenuating circumstances, you must meet with me as soon as possible to explain those circumstances in order to avoid having an Unexcused Absence attached to your record.
- D. Four Unexcused Absences during one semester, or Six Unexcused Absences over the course of a full school year, could be grounds for dismissal or non-rehire.
- E. Your overall attendance must stay at 90% or above, or you will drop to the bottom of the rehire list for the next semester. Even if a substitute is found to work your missed hours, those hours will still be counted when computing your overall attendance rating, so **keeping your schedule adjustments to a minimum is important**. If you agree to be a substitute for someone else, this time will be counted when computing your overall attendance rating, which is something to keep in mind if you need to pull your rating up. Attendance below 75% for a semester will be grounds for dismissal unless sufficient reason for the poor attendance is presented.
- F. Records of all absences, excused or unexcused, and of all schedule adjustments, will be kept for each full school year. If at any time, I find that your absences and/or schedule adjustments are causing problems, I will arrange a meeting with you to discuss the situation. The Student Supervisor may be asked to attend that meeting.
- G. An "absence" is defined as missing one particular day's scheduled hours. In other words, if you are scheduled to work hours on Monday, Wednesday, and Friday, and you miss the entire week, it counts as three absences. Therefore, all three must be reported; in the case of a serious illness, family emergency, or class project, if notification is received within 24 hours of the first absence and includes notice for any other days in that week, you will be taken off the schedule, so no further absence will be recorded. However, you must make special arrangements if you wish to make up the missed time. If you will miss hours again the next week, even if it is for the same reason, you must report it again.

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- H. An 'adjustment' is making a temporary change to your schedule, such as arranging to come in half an hour later on one day, and half an hour early on another.
- I. All employees in danger of dropping below the 90% attendance mark will receive a warning. However, ultimately it is each employee's responsibility to keep track of hours missed and makeup schedules when allowed.
- J. If you agree to substitute for a fellow student employee, failure to abide by that agreement will count as an Unexcused Absence.
- K. Leaving a telephone message giving the hours to be missed is sufficient notification for last minute absences due to illness, family problems, or any emergency. The Stacks Management telephone number is (920) 424-7323. The Circulation telephone number is (920) 424-3320; please listen carefully to the voice mail and follow the instructions given. If it is absolutely necessary, my home telephone number is (920) 426-0521 - PLEASE reserve this option for emergencies only. Write these numbers down so you have them handy if you need them.
- L. Other ways to meet the notification requirement are to leave notes on the calendar next to the Activity Log and/or on my computer terminal, or to send an email notification to [stuemke@uwosh.edu](mailto:stuemke@uwosh.edu). Indicate which date you will be absent, and the hours, and then indicate if you found a substitute or if you are requesting a makeup schedule. If you use one of these methods of notification, you must also notify the Student Supervisor by phone or email. If there is a specific problem about your schedule that you wish to discuss with me, let me know and arrangements can be made for a conference.
- M. To be fair, before the decision is made to dismiss or refuse to rehire someone, the situation will be discussed with the Student Supervisor, the Head of Circulation Services, and/or the Library Office, but the final decision will be mine.
- N. Returning employees should turn in at least a tentative schedule to the Access Services Student Supervisor at the end of the current semester. Even though there may be changes made later, this will give us all some idea what the new semester's schedule will be like. At the very least, a schedule **MUST** be turned in by the end of the first week of the new semester, or your hours may be given away.

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N. PERSONAL NOTE:

I have tried, and will continue to try, to take extenuating circumstances such as long-term illness into account, and also to reward honest effort wherever possible. Stacks Management has always had one of the most flexible scheduling arrangements in Polk Library. I would like to be able to keep things that way. However, frequent absences and/or schedule changes, especially for unidentified or marginal reasons, could eventually lead to a situation where I might as well not have a schedule, and I cannot operate efficiently that way. Also, due to state budget problems, it is conceivable that I could at any time be told not to allow any makeup at all. So, PLEASE KEEP SCHEDULE CHANGES TO A MINIMUM. Otherwise, I will have to get harsher, always requiring a replacement/substitute to work the exact hours missed and never permitting the makeup of missed hours; measures like that should not really be necessary. How hard is it to leave a note on my calendar, or to leave a phone message? Off-campus jobs would certainly require notification. Schedules are a fact of life, from the moment you start elementary school until you reach retirement, so you might as well get used to them now.

Roberta Stuemke

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SECTION THREE -- GENERAL INFORMATION

- A. This is the instruction manual for all student employees assigned to Stacks Management. Throughout the semester, you will be asked to review you will be asked to review certain procedures, and there may also be manual updates posted for you to read.
- B. All Stacks Management students report to me, Roberta Stuemke, on all questions pertaining to Stacks Management. For questions pertaining strictly to scheduling and hours, report to the Circulation Services Student Supervisor.
1. Occasionally, you will be requested to meet with me, or the Student Supervisor. The message will either be relayed verbally or via a note left in an envelope on the Activity Log, and you will be expected to set up this meeting as soon as possible.
  2. If you encounter specific problems that require an immediate answer, during hours when I am not working, you may ask any of the other Circulation Services full-time staff for help.
- C. Even though Stacks Management is not a service point, you are still expected to keep to your schedule. Please start and finish on time, keep schedule changes to an absolute minimum, and notify me as soon as possible if a change is necessary. Notification of schedule changes, if at all possible, should be in writing, either in a note left on my computer terminal or written on the desk calendar on the Stacks Management Counter along with the name of your substitute or a request for a makeup schedule.
- D. You are expected to work the full number of hours for which you scheduled. Hours missed should be made up during the same pay period if at all possible, and the makeup schedule must be approved by me. This of course does not include days when the library is closed for holidays and breaks, or for days when school is not in session and therefore the dormitories are closed; hours missed for these reasons do not have to be made up. If you find that the number of hours you scheduled for does not allow you sufficient time for classes and studying, please see the Student Supervisor to arrange an alternate schedule, or find another Stacks student who could work extra hours to make up for what you missed. This is the only way Circulation Services can maintain a regular budget as mandated by Library Administration. If too many hours are missed without substitutes or makeup, there will be too much money left at the end of the fiscal year, which will be interpreted by both library and university administration as meaning that we had more money for student employment than we needed, which is not the case. Therefore, PLEASE try as hard as you can to work the full number of hours you have scheduled for.
- E. I know there are some jobs available on campus, even here in the library, where occasionally studying on work time is permissible. Stacks Management is NOT one of them. You are expected to work, not to study, converse with friends, etc. You are allowed a certain amount of time for breaks; if you wish to discuss things with some friends in the building, please do so on your break if at all possible. Keep the conversation short, and keep the volume down. Patrons and staff from other areas do notice such things and complain, so this is for your own protection. Cell phones should be kept with your other possessions in the coat rack area near the break room, and they must be turned off

while you are working to avoid distracting co-workers and patrons.

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- F. Student employees are responsible for keeping their work records on KRONOS up-to-date and accurate. You will be trained for KRONOS; after the training, it is your responsibility to keep these records current and to have everything completed by the second Thursday of each pay period.
- G. For each pay period, **YOU WILL BE PAID ONLY FOR HOURS RECORDED ON KRONOS**, so to avoid unnecessary delays, have everything filled out correctly and signed, **ON TIME!**
- H. Your performance may be evaluated at any time during the semester. Read the evaluation carefully; if you have any questions about it, arrange to meet with me. Otherwise, sign my copy of the evaluation and return it to me. You may keep the other copy for your own records. The evaluation may cover any combination of schedule changes, absences, shelving accuracy, total hours used and total remaining, percentage of scheduled hours worked versus hours missed, and work performance. Evaluation results could be used to determine who gets rehired, since student employment funds can get very tight.
- I. The Stacks Management area includes the outdoor newspaper drop, the Stacks Management storage cabinet (where discarded magazines are kept), my desk area with the Problem Truck against the divider, the processing area with table, bulletin board, the Stacks Management counter/shelving unit, and the free floor space behind the conference table, where full book trucks are parked. Behind the area is the 'corral' for empty book trucks, the office of the Head of Circulation Services, the Copier Support paper supply area, the break room, and the coat hooks on the east wall.
1. When you are working, you can leave personal possessions in the area around the coat hooks attached to the east wall next to the Break Room. Patrons are not allowed in this area, so it is reasonably secure.
  2. The Stacks Management processing table includes space for processing newspapers, and a wooden unit that houses various signs and blank forms, the Accuracy Checklist envelope, and the box for Completed Forms, and, on top, the Search Box and the basket for papers to be shredded. The Stacks Management counter/shelving unit has the Combined Logs binder containing the Activity Log, Periodical Shelving Log, Unchecked Shelving Log, and the Pickup/In-House Use Log; Student Employee badges, and stands for special notices. There are copies of this manual; the Quick Reference guides; a box for the Call Number card tests, file boxes with blank Self-Training Guides and a basket for completed Guides. There are some general supplies, including dusting cloths and other cleaning supplies. The shelves on the other side are used for Overflow Shelving.
  3. Empty book trucks should be kept in the corral area behind the processing area. Full book trucks should be parked in the middle of the floor, behind the conference table.
  4. There are also several locations in the Circulation area that are important for Stacks Management. The two shelving units behind the staff desk are the Staging Shelves, for books that need to be shelved. Staging for Leisure Reading (Browsing), Quartos (oversize books), and the EMC is located on the first shelving unit. The rest of the Staging space is for Main Collection books. There are also drop points for Government Documents and Reference at the Circulation counter.

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- K. Before you go upstairs to begin an assignment, use the Stacks Management Activity Log to indicate exactly what you are doing and where. It is important to fill this log out accurately and consistently. This way, if we are ever asked to locate you, we can do it easily. Also, if there is ever a question about the hours claimed on KRONOS, the activity log could be the only way I can verify your hours. I will not always be around for the start or finish of your shift, and Circulation staff are not responsible for keeping track of Stacks students. IF YOU HAVE NOT FILLED OUT THE LOG, there may be a delay in getting your full paycheck, or you may not get paid for any disputed hours.
1. If you are scheduled to work in Stacks, but are instead asked to help either at Circulation or Interlibrary Loan, YOU MUST STILL MAKE THE PROPER ENTRY IN THE ACTIVITY LOG. Your department will be Stacks; your activity will be either Circulation or ILL.
  2. If you are scheduled for Circulation or Interlibrary Loan but are instead asked to help in Stacks, indicate in the Log that your department is either Circulation or ILL.
  3. If you are specifically assigned to Shelf Cleaning when you are not scheduled to work in Stacks Management, YOU DO NOT NEED TO MAKE AN ENTRY IN THE STACKS ACTIVITY LOG. If, however, you are scheduled for Stacks and I choose to assign you to do shelf cleaning, you make a normal entry with shelf cleaning as your activity.
- L. Stacks Management student employee nametags are kept in a box on the counter, in alphabetical order. Your name appears ONLY on the back of the tag, not on the front, to protect your privacy. YOU ARE EXPECTED TO WEAR A NAMETAG WHENEVER YOU ARE WORKING, so patrons can easily identify you as an employee if they need help, even though they will be unable to identify you by name.
- M. You are expected to check the Bulletin Board daily. These notices will be dated, and because space is limited, most notices will not remain on the board longer than one or two weeks. READ all notices, or you may miss very important information. YOU WILL BE HELD RESPONSIBLE FOR ALL INFORMATION POSTED ON THIS BOARD!
- N. There are several Stacks Management duties that must be done regularly if we are to succeed in maintaining proper order on the shelves. These duties are listed on the erasable DAILY DUTIES CHART, posted on the bulletin board, along with a list of other tasks in priority order.
1. The Daily Duties Board should be wiped clean for new use every Monday morning. On the chart, there is a box after each task listed. Look at the list for the appropriate day of the week. If there is nothing marked in the box for a specific task, use the erasable pen kept next to the bulletin board to mark an "X" in the box. Indicate in the Activity Log that you are performing this task, and complete the task. In this way, we can easily tell which of these duties have been completed and which haven't; remember, these tasks take priority over all other Stacks Management duties.

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2. Also check the list from the previous day. If any of the duties marked with an asterisk (\*) did not get done, do those before you begin the present day's duties. These are tasks that vary from day to day, and if not done as scheduled, they could remain undone for another week, which makes the task even harder to do.
  3. When the Daily Duties are done, check for notes labeled SPECIAL ASSIGNMENTS on the Bulletin Board or a notice stand on the counter. These special tasks may include shelf reading, spot-shifting or straightening particularly messy areas in either Periodicals or the regular collection; searching for specific library materials; etc.. I will try to make these notes as specific and complete as possible. Remove the note, date and initial it, and leave it in the box in the wooden divider unit labeled COMPLETED FORMS.
  4. If you spot a particular situation in either the Periodicals stacks or any of the book collections that you feel requires immediate attention, and you don't have enough time remaining in your own shift to clear the problem up yourself, you can post a SPECIAL ASSIGNMENT note yourself, so the next students in can work on the problem. Just make the note as precise and complete as possible, so the others can easily find the right location and see what needs to be done.
- O. Once the Daily Duties and the Special Assignments have been completed, you may begin on the other routine Stacks Management duties. There is a JOB ASSIGNMENT PRIORITY LIST posted next to the Daily Duties that provides a brief description of each of these tasks, in the order in which they should be done. After the Daily Duties and Special Assignments, priority order is determined largely by how much time you have left.
1. If you have more than an hour left, the tasks you should concentrate on are: SHELVING MAIN COLLECTION, SHELVING EMC (if you have been trained and approved), SHIFTING (if you have been trained and approved), SHELF READING CURRENT or BOUND PERIODICALS, and other ADDITIONAL PROJECTS.
  2. If you have less than one hour left, the tasks to concentrate on are: SHELVING MAIN COLLECTION (partial trucks only), SHELVING EMC (partial trucks only), SHELF READING or SHELF SCANNING MAIN COLLECTION, SHELF READING BOUND PERIODICALS, other ADDITIONAL PROJECTS, STRAIGHTENING NEWSPAPERS, and DUSTING CURRENT PERIODICAL SHELVES.
  3. DO NOT shelve EMC unless you have been trained for shelving in ALL the various sections of this Collection. The preferred time for Stacks students to shelve EMC is on the weekend. Move on to Shifting, or return to shelving Main Collection or the priority list for student employees with less than one hour remaining to work.
  4. DO NOT proceed with a shifting project unless you have been specifically trained to shift. If you have not been so trained, simply return to shelving or the priority list for student employees with less than one hour remaining to work.
  5. Occasionally, we may reach a point in a semester when the sheer volume of returned and in-house-use books and periodicals makes it necessary to change the priority list, usually by eliminating shelf reading and/or shifting unless you have been specifically told to continue those activities. If this situation occurs, I will post a notice informing you of the change in priorities. Remember, at all times in the semester, the DAILY DUTIES and SPECIAL ASSIGNMENTS have top priority.

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- P. To sum up, in order to decide what work needs to be done, follow this priority order: Daily Duties; Special Assignments; Shelving Main Collection, Shelving EMC (if approved), Shifting and Shelf Reading Current or Bound Periodicals (as long as you have one hour or more remaining to work); Shelving partial trucks, Shelf Reading or Shelf Scanning Main Collection, Shelf Reading Bound Periodicals, other Additional Projects, Straightening Newspapers, Dusting Current Periodical Shelves (if you have less than one hour remaining). By following this system, you should always be able to determine what you should be working on, without having to search for me or ask staff from other areas.
- Q. To avoid going through the Circulation/Reserves area any more than necessary, it is best to enter through the door directly into the Stacks Management area. The door at the far end can be used as an exit only; you cannot use this door to enter the area.
- R. There are various statistics you will be asked to collect for me throughout the year. I know counting books, periodicals, and microforms is somewhat tedious, but rest assured that I wouldn't be asking for these or any other statistic if I didn't need it. I hate having to nag about recording your counts in the correct logs, SO PLEASE REMEMBER TO USE THE LOGS CORRECTLY AND CONSISTENTLY!
- S. Always remember that while you are working, you are a representative of the library. The attitudes that patrons form about the library could in part be influenced by your behavior. Be courteous to patrons; if they ask for help, try your best to assist them or, if you cannot answer their questions easily, refer them to either the Reference Desk or to Circulation. We do occasionally get reports from patrons about our student workers, and these reports ARE taken seriously, in most cases. If you have difficulty with a patron, report this to a staff person as soon as possible. Always try to give our patrons a good impression. As far as the patrons are concerned, the library is only as good as the materials they are easily able to find and use; keep this in mind while you work.
1. It is permissible to use a personal stereo or radio, or any similar device, while you are working in the stacks, but only with a good set of earphones, and then be sure that the volume is low enough that you and only you can hear it. Remember, earphones do "leak" noise if the volume is on too high, so PLEASE keep it turned low.
  2. If you need to converse with another student employee, make it short and keep the volume low. NEVER have these conversations in those areas designated for Quiet study (Putney/Scholar's Lounge, Third Floor North) – move out of the area first. Also, if you are helping a patron, try to keep your voice as low as you can and still provide the necessary assistance.
  3. Although casual clothing is not only permissible but recommended, be sensible about it - torn jeans and/or no shirt are not appropriate.

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- T. If you encounter any problems you wish me to be aware of, and I am not around, you can leave a note taped to my telephone or my computer terminal, or pinned to my chair. If you feel that your message needs immediate attention, check the envelope tag on the divider to verify that I am in the building; if I am, have me paged; if not, you will have to leave a written message.
1. If you ever feel the need to meet with me, for whatever reason, and I am not around, leave a message for me indicating what times you will be available, and I will set up an appointment.
  2. Please remember that even if things get so hectic that I forget to say it, I do appreciate the efforts made by student employees, and I do value your ideas and suggestions, even if I can't always implement them. Occasionally, when I'm backed up with work, I may seem impatient or angry; please understand that I'm not upset with you, I'm just busy and feeling a little distracted. Your understanding is very much appreciated.
- U. One last note: all too often in libraries, shelving, picking up and shelf reading come to be considered as less essential duties, not very prestigious when compared to those jobs providing direct patron service. Nothing could be further from the truth. A library, no matter how well equipped or how extensive its collection may be, is of little use to patrons if they cannot find the material they need, so you are actually providing the most basic direct patron service. It is VERY IMPORTANT that books and periodicals be shelved as *rapidly* and *accurately* as possible. NEVER consider yourselves or your work as 'lower ranking' or any such absurdity because you shelve materials. To shelve both accurately and rapidly requires concentration, knowledge, and skill. TAKE PRIDE IN YOUR WORK!

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SECTION FOUR – INTRODUCTION TO CALL NUMBERS  
SECTION 4.1 – LIBRARY OF CONGRESS CALL NUMBERS

- A. Polk Library uses the LC (Library of Congress) classification system for organizing books on the shelf in the Main Collection, the nonfiction section of the Browsing Room, and in several areas of the Educational Materials Collection. Each book is assigned a unique call number, which acts like an address, telling us where the book should be located in the library. These numbers follow a set pattern, starting with a letter or combination of letters that have been assigned to a specific subject area. The next line is usually a number, followed by a line with a letter and a number, and so forth. To put the call numbers in proper order, read the first line and organize alphabetically, letter-by-letter. If the first lines are exactly the same, go to the second line and organize numerically. If the first two lines are exactly the same, go to the third line, and organize both alphabetically and numerically. Continue in this manner, line by line, until you find the first line with a difference.

EXAMPLES:

HB	HB	LB	LB	LB
119	119	1576	1576	1576
.A3	.A5	.A2	.A28	.A29

- B. One basic rule of this system is: Nothing Before Something. Therefore, a book with a call number beginning with H will come before a book with a call number beginning with HB. This rule holds true throughout the call number, always going line by line.
- C. When there are different editions or multiple copies of the same book, volumes in a set, or books in a series, the basic call numbers will be identical, but each one will end with a line indicating the copy number, the edition year, the volume, etc.. These should be put in numerical or chronological order. Remember, NOTHING BEFORE SOMETHING.

EXAMPLES:

AP	AP	H	H	HV	HV	PQ	PQ
4	4	63	63	6035	6035	2161	2161
.S75	.S75	.E75	.E75	.V6	.V6	.C6	.C6
v.1	Index		c.2		1979	v.3	v.7

Again, simply compare line by line until the call numbers are different, and follow the rules for alphabetical, numerical, and/or chronological order. Note that indexes go at the end of the set.

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- D. Another basic rule involves the decimal point in the third line. This is a decimal point, and it acts like a decimal point, which will affect the numerical order for all numbers following the decimal point, including numbers on subsequent lines.

EXAMPLES:

PN	PN	PR	PR
56	56	5881	5881
.R27	.R4	.R7	.R7
		M32	M5

In the first of the above examples, .R27 comes before .R4 because .27 is a smaller number than .4. In the second example, .R7 M32 comes before .R7 M5 because .32 is a smaller number than .5.

If you find yourself having difficulty with this, there are some tricks you can use. The first one is to add zeroes to the numbers after the decimal point to make the number of digits equal, and then it will be easier to see which number is actually smaller (remember, the rules of mathematics dictate that adding zeroes on the end of a number after a decimal point does not affect the value of that number). Another trick is to go line by line UNTIL you reach the decimal point, and then go digit by digit, stopping as soon as you find a difference; whichever of the numbers is smaller at this point will come first.

- E. Some areas have special patterns. Again, remember the basic rule of Nothing Before Something, and you should have little trouble.

The K section is one of these areas. At the beginning of the section are call numbers with nothing in the second line; later, the section returns to the usual pattern, and then, later still, has some call numbers that start with 3 letters.

EXAMPLES:

K	K	KF	KFC
		545	54
.F45	.T13	.Z95	.B87
		L4	

Note that the KF number comes after all the K numbers, including the K.F numbers. Also, the KFC number comes after the call numbers beginning with two letters. This all follows the line by line and the Nothing Before Something rules.

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- F. There are other areas that occasionally have different lines. Most of these can be organized numerically.

EXAMPLES:

E	E	G	G
321.2	321.2	202	202
12 <sup>TH</sup>	16 <sup>TH</sup>	1682	1743
.A41	.A36	.B12	.A3

Note first that a decimal point appearing in the middle of a line is valid for that line only; it does not carry over to subsequent lines like a decimal point at the beginning of the second, third, or fourth lines. Next, note that you simply compare lines until you find the first difference, and organize the call numbers from that point.

- G. Occasionally, you may encounter call numbers that have two different lines beginning with decimal points. For these, following the line by line and Nothing Before Something rules should guide you through.

EXAMPLES:

HD	HD	HD	HD
5325	5325	5325	5325
.A82	.A82	.A82	.A82
1930	1934	1936-37	J44
.T65		.P5	1986
1988			

With these three call numbers, note that the difference first appears in the fourth line. The first three numbers have a year in the fourth line, while the last one has another letter-number combination. Therefore, the first three books appear to have the same basic call number: HD5325 .A82, and are then organized in chronological order by the year appearing in the fourth line. The item with that same basic call number followed only by a year is also organized in chronological order by the year because this is the line where the first difference appears. The fourth example above goes after the others because it has a longer basic call number, adding J44 after the .A82, so using the Nothing Before Something rule, this book would come after the two with HD5325 .A82 as the basic call number. The final result of the line by line rule is that it really doesn't matter that the first and second call numbers have an additional decimal point in the fifth line, because you have already determined that the difference occurs in the fourth line and you decide the proper organization at that point.

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- H. Some areas of the PS section present difficulties, simply because are long call numbers with the only difference appearing near the very end. These are literature books, and all books about a particular author or literary figure will be grouped together. The following examples are all books about Ernest Hemingway.

EXAMPLES:

PS	PS	PS	PS	PS
3515	3515	3515	3515	3515
.E37	.E37	.E37	.E37	.E37
Z577	Z58234	Z5826	Z5843	Z584413
	1988	1983		

In this section, you must be very careful to go line by line, or even digit by digit, remembering the decimal point rules. It is very easy to make mistakes here, so concentrate.

- I. Some call numbers have a decimal point in the middle of a line. Use regular numerical order for these, i.d., 8, 8.5, 9, 9.2, 9.4, etc.. The Nothing Before Something rule also applies here.

EXAMPLE ONE:

QD	QD	QD	QD
31	31	31.2	32
.F42	.F7	.F56	.F3
1965	1956		

EXAMPLE TWO:

QA	QA	QA	QA
76.76	76.76	76.9	78
.P2	.P2	.C65	.A46
L425	L44	S92	1955
1985	1982	1980	

- J. Remember to use straight numerical order for the second line of a call number - watch carefully here.

EXAMPLES:

DK	DK	DK	HQ	HQ	HQ
27	28	275	76	76	763
.G9	.A83	.K5	.T4	.W4	.U5
		A32		1968	G37
					1987

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- K. In our collection, oversized books that are too large for the regular shelves are called 'quartos', and they are shelved in separate rows on each of the Main Collection's three floors. This is indicated on the call number by a lower "q" at the start of the number. Note that this does not mean the book should be shelved with the Qs, but with the other quartos. DO NOT shelve a qM with the QMs; it belongs with the quarto Ms.
- L. Although the number 0, or zero, may appear within a call number, it is never used to begin a line. The letter O will sometimes appear at the beginning of a line, but never in the middle of a line. Since these two symbols can easily be mistaken for each other, be sure to make this distinction between them.

EXAMPLES:

PA	PR
3829	6045
.O8	.O72
Z886	
1982	

In the first example above, the third line will read: decimal point, letter O, numeral 8. Since the symbol appears at the beginning of a line, you know it must be the letter O rather than the number 0, or zero. In the second example, the second line reads six thousand forty five, and the third line reads decimal point, letter O, numeral seventy two. Since the symbol appears in the middle of the second line, it must be a zero there, and since it appears at the beginning of the third line, there it must be the letter O.

- M. There are undoubtedly other variations that I haven't outlined here. If you keep the basic rules in mind, work carefully from line to line or, where necessary, digit to digit (only after the decimal point), and follow standard alphabetical, numerical, and chronological order, you should be able to figure these out as you encounter them.

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SECTION 4.2 – DEWEY DECIMAL CALL NUMBERS

- A. The nonfiction section in the Educational Materials Collection is organized by the Dewey Decimal Classification (DDC) system.
- B. The Dewey Decimal system is divided into ten main classes, organized by disciplines or fields of study, numbered from 0 through 9. Each main class is further divided into ten divisions (00-99), and each division into ten sections, (000-999, so that ALL DDC call numbers will begin with at least three numbers, such as 003, 030, or 300). With each digit, the subject gets more specific, and then the sections can be subdivided even further, using a decimal point and more numbers. The numerical order before the decimal point is whole numbers, and then is broken down into decimal point order, so that the entire breakdown for subject can be given in one single line.

EXAMPLES: **782.1**

700 represents fine arts

780 represents music

782 represents dramatic music & production of musical drama

782.1 represents opera

**294.3**

200 represents religion

290 represents other & comparative religion

294 represents religions of Indic origin

294.3 represents Buddhism

- C. After the subject 'number' has been determined, the call number goes to a second line, a combination of letters and numbers that correspond to the author's name and the title of each individual book.

EXAMPLES: 782.1 **R957 w**

782.1 **R957** represents author Pam Munoz **Ryan**

782.1 R957 **w** represents this author's book, When Marian Sang

**294.3 W6596 b**

294.3 **W6596** represents author Philip **Wilkinson**

294.3 W6596 **b** represents this author's book, Buddhism

If one specific author has written more than one book on the same subject with a title beginning with the same word, there could be more than one letter at the end of the second line: 294.3 W6596 be.

- D. Some call numbers may include a third line, breaking the subject information down further, or indicating a new edition or an additional copy
- E. HOW DEWEY DECIMAL CALL NUMBERS ARE ORGANIZED ON THE SHELF:  
Every DDC call number begins with three numbers (003 is never written as 3), some with decimal numbers, to be arranged in strict numerical order:

820	820.03	820.1	820.103
-----	--------	-------	---------



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The second line of a DDC call number will have both letters and numbers, and should be organized first alphabetically and then numerically as a decimal. There may also be a similar third line:

820	820	820	820	820
R23 s	R3 a	R3 a	R3 a	W12 e
	L2	S36	S7	

Additional lines may also be added to indicate a new edition or an additional copy. All dated editions are filed after undated editions and in chronological order:

820.391	820.45	820.45	820.45	821
S34 b	S7 t	S7 t	S7 t	W45 i
	P19	P19	P19	B35
		c.2	1883	

To determine proper shelving order, simply continue using first alphabetical order, then decimal-numerical order, etc..

- E. In the EMC's Nonfiction collection, there is one additional thing to watch out for. Sometimes, two or more books on the same subject will have the exact same call number, even though the books are definitely not copies of the same book. When you find this, organize these books alphabetically by title.
- If you are asked to search for a nonfiction book, because more than one book could have the same call number, ALWAYS verify that the full title and, if possible, the barcode, of any book you find on the shelf match the information on the book you are searching for.

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SECTION FIVE -- INTRODUCTION TO PERIODICALS

- A. A periodical is any item produced in sequential parts and intended to continue indefinitely. Even if a title ceases publication after the first issue, it is considered a periodical if the publisher originally intended to produce it indefinitely. Periodicals can also be called serials, magazines, newspapers, journals, newsletters or bulletins.
1. Polk Library has approximately 1,800 periodical titles.
  2. The periodical collection is divided into current and bound periodicals, newspapers, and microforms.
- B. There are several Periodicals Holdings Lists located throughout the library. These printouts are in standard white binders; copies can be found in Reference, and in the Bound Periodical section on Second Floor South.
1. The most accurate and up-to-date holdings information is available through the library's Online Public Access Catalog (OPAC). Periodical information can be accessed on the catalog by doing a Basic Search by Journal Title. If patrons have questions about how to access this information, send them to the Reference Desk.
  2. The listing is in alphabetical order by title. If the title of a periodical has changed, or if we shelve it differently than the title is usually cited, the Holdings List will include a note telling what precise title to check under for complete information.
  3. Beneath the title will be a brief location statement. *Periodicals* indicates a title that we are still receiving, so newer issues may be in Current Periodicals and older volumes are in Bound Periodicals. *Per-Bound* indicates a title we are no longer receiving; all volumes are in Bound Periodicals. *Docs-Periodicals* indicates a title kept in Government Documents. *Per-EMC* indicates a title kept in the EMC. *Per-Microfilm* indicates a title kept on microform (may be housed either on 1<sup>st</sup> floor North or in Compact Storage). *Per-Electronic* indicates a title that is available online through the library OPAC.
  4. Newspapers on microfilm are located on first floor north, near the EMC. Some reader/printers are located in this area, with others available in Government Documents, on third floor south. Most other Microforms are now housed in Compact Storage; patrons can request these titles at the Circulation Desk.
  5. There are also entries in the Holdings List indicating which issues or volumes of a particular periodical are missing, and whether the title has been changed.
  6. Each Holdings List also contains a "Bindery List", listing which volumes or issues of a specific periodical have been sent away to be "bound", along with the date the newly bound periodicals are expected to arrive. These volumes or issues are not immediately available; patrons needing them before the expected arrival date of the newly bound items may request specific articles on Interlibrary Loan.
- C. "Current Periodicals" are unbound issues of titles the library still subscribes to.
1. The current periodical section is located on first floor south, in the southwest corner of the room.
  2. Titles are arranged alphabetically. The magazines are stacked on flat, open shelves, with the most recent issue on the top of the pile.
  3. Depending on the frequency of publication, 'Current Periodicals' usually include between three and twelve months. Some titles are printed infrequently, and the

previous year's issues may still be found with the current journals.

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- D. "Bound Periodicals" are located on second floor south, and are also arranged alphabetically by title.
1. A bound volume contains several individual issues covering a period of about three to twelve months or more, depending on length and frequency of publication. By September, many titles will already have bound volumes for the first six months of the year. Periodical title, volume number, and often dates are listed on the spine of each bound volume.
  2. Occasionally, you may encounter a periodical that used to be shelved under a slightly different title; most of these were journals of a particular association. We used to shelve these as "name of association" Journal, and now we shelve them as Journal of the "name of association". Some sets were too large to completely shift to the correct title, so older volumes are shelved in the old way and newer ones are shelved in the new way. There should be labels on the shelves telling you where the other volumes are shelved, and what volume number the change occurred at.
  3. Also, from time to time, a journal title will have changed. There will usually be tags on the shelves for both versions, informing you which dates and/or volumes are shelved under which title.
- E. Newspapers are located on first floor south, on the west side, on the first row of shelving in the Current Periodicals area.
1. The first unit in this row holds telephone directories. After that come the newspapers, laying flat on the shelves, in alphabetical order by title. Papers should be arranged by date with the oldest one on the bottom. Most titles use just one shelf, with the previous month's issues in one pile and then the current month's in another. Some titles require two shelves; one will contain the current month, separated into two piles by date, and the other will contain the previous month, also separated into two piles. The Oshkosh Northwestern uses three shelves, because we keep two copies of each issue during the current month; one shelf holds the previous month, another both copies of the current month dated from the 1<sup>st</sup> to the 15<sup>th</sup>, and the third shelf holding both copies of the current month dated from the 16<sup>th</sup> to the 31<sup>st</sup>.
  3. Some older issues of the following newspapers are available on microfilm:  
CHRISTIAN SCIENCE MONITOR                      MILWAUKEE JOURNAL-SENTINEL  
NEW YORK TIMES                                      OSHKOSH NORTHWESTERN  
WALL STREET JOURNAL                              VARIETY  
Of these, we are still getting new microfilm for the Milwaukee Journal-Sentinel and the Oshkosh Northwestern. Until the microfilm arrives, paper copies of the older issues of these two titles are kept in a cabinet under the sink in the Stacks Management area.
  4. The book review and magazine sections of the Sunday New York Times are located with the current periodicals on first floor south.
- F. Over a dozen popular magazines and one newspaper, USA TODAY, are kept in the Browsing Collection, housed in the Leisure Reading Room, on second floor north.
- G. The EMC also houses a small current periodicals collection, mostly titles related to primary

and secondary education.

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- H. Newspapers on microfilm are housed in large cabinets at the south end of the EMC. The cabinets are labeled as to which titles are filed in each drawer, and the issues are arranged in chronological order. Patrons looking for journals on microform should go to the Circulation Desk, where they can place a request for materials now housed in Compact Storage in the basement.
1. Write the local accession number on each box of new microfilm before shelving it. To determine the number, check the previous boxes, allow for any missing volumes prior to the one you are shelving, and use the next number in the sequence, written with a felt-tip pen. NOTE: We are no longer writing accession numbers on boxes of OSHKOSH NORTHWESTERN.
  2. We used to use colored stickers to mark whether a particular title of microfilm was a periodical/magazine or a newspaper. Yellow indicates a newspaper title, and blue a periodical title. **SHELVE ONLY THE NEWSPAPERS ON FIRST FLOOR**; route all others to the Compact Storage Retrieval shelf on the metal truck at the beginning of the Exceptional Returns shelving unit.
- I. The ERIC microfiche collection has been moved to Compact Storage.
- J. One microfiche collection still housed on first floor is the Kraus Curriculum Guide Collection, located in the unit at the end of the Newspapers on Microfilm. These are school curriculum guides. Again, in the upper right hand corner of each individual fiche there will be an identifying call number. In this collection, the call number includes a letter code that identifies the subject area, such as ABE for Adult Basic Education or ENV for Environment and Ecology, and then a number. Within each subject area, the individual guides are kept in numerical order. Before shelving an envelope from this collection, make sure that the correct number of fiche are there; beneath the call number there will be a code like "3 of 5", which indicates that there should be 5 pages of fiche in this particular envelope. If a page is missing, check the reader/printer area. If you can't locate the missing page, bring the envelope to Roberta.
- K. To allow the library to make informed decisions about maintaining the microform collection, we keep Use Study figures for these collections. For these studies, you will be asked to count how many of each type and sometimes title of microform you shelve. Specific instructions are included in the Microform/Compact Storage Use Study folder, kept on the Compact Storage Retrieval shelf on the metal truck. Record figures on Newspapers on Microfilm that you have shelved here as well as anything you are assigned to return to the Compact Storage area.

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SECTION SIX – ORGANIZING BOOK TRUCKS  
SECTION 6.1 – ORGANIZING MAIN COLLECTION BOOK TRUCKS

- A. Usually, the Circulation staff and students will have trucks of books already taken off Staging and organized for shelving, so you may not have to organize many trucks yourself. However, there may be times when it will be necessary to assign a Stacks student to this duty, so you should know the proper methods.
- B. Books that were recently returned or were picked up after being used in-house are organized in call number order on the Staging Shelves in the Circulation area. The first row is for Browsing, Quartos, and EMC. The other three rows are for Main Collection.
- C. Book trucks should be organized in a consistent manner. When starting to organize a truck, place the books upright. First, fill the top row on one side, left to right. Second, turn the truck around and fill the top row there, left to right. Third, fill the second row on this side, left to right. Finally, turn the truck around again, and fill the second row on that side, left to right. Loading the truck this way makes it less likely that it will over-balance and either lose a wheel or tip over, causing books to fall off. Afterward, as the truck is processed through Double Checkin, the books will be tipped down, with the bindings up and the bottom toward the outside, which makes the call numbers easier to read for shelving.
- D. Main Collection shelving is easier and faster if the books organized on a truck are all from the same call number section, simply because the shelvees don't have to walk as far to get the whole truck shelved.
1. There are certain call number sections that should rarely be combined, because these books accumulate fast enough to warrant always having their own trucks. These sections are: H, L, PQ-PT, Q, and R.
  2. Acceptable 'combinations' among the other call number sections are: A-B, B-C, D-E, F-G, J-K, M-N, N-PN, and S-Z.
  3. NEVER 'mix the floors' on a book truck. In other words, never organize a book truck with any combination of call numbers that would require the shelvee to cover more than one of the three Main Collection floors. Second Floor South has A-E; Second Floor North has F-PN; and Third Floor North has PQ-Z.
  4. NEVER include quartos (oversize books) on a regular Main Collection truck. Quartos are shelved during Quarto Cleanup, one of the Daily Duties.
- E. Just filling a truck with books does not make the truck ready to shelve. It must be processed for accuracy checking first.
1. Accuracy processing involves two forms, an ACCURACY CHECKLIST and a BOOKTRUCK IDENTIFICATION TAG; blank forms are kept in the wooden divider on the Stacks Management processing table or on the Browsing/Quarto staging shelves. (EMC trucks have their own Accuracy Checklist; don't mix this up with the one for Main Collection trucks.) Notice that all Stacks Management book trucks have a numbered card pocket attached; this number identifies that specific truck, and is the number that should be written on the appropriate line on the forms.

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2. To fill out the Accuracy Checklist for a Main Collection truck, select fifteen books at random from the truck and record their call numbers on the Checklist. For ease in checking, these call numbers should be listed in call number order. There is space on the Checklist for you to list the date, the call number area(s) of the books on the truck, the fifteen call numbers, your name, the Truck ID number, and the total number of books on the truck. Then, place the checklist in the appropriately labeled campus envelope kept next to the blank forms in the wooden divider. Now, fill out a Truck ID tag, indicating the date, your initials, the ID number, and the call number area(s) of the books on the truck, and confirm that a Checklist has been filled out. Place this tag in the numbered pocket on the truck.
- F. The truck should now be processed through DOUBLE CHECKIN. Take it to the Double Checkin area. If the terminal is not already logged in, and you haven't done it before, ask a staff person for help.
1. There is a Double Checkin Log located in a holder to the right of the terminal. In this log, there are columns in which you should record the date, your initials, the Truck ID number, the number of items on the truck, the collection the books are from, and the call number range. Then, there are columns for recording the errors you find as you perform the Double Checkin tasks.
  2. First, shelf read all the items on the truck, keeping track of the number of errors you find and correct. Record this number in the appropriate column in the Log.
  3. Check in each item on the truck, in call number order. Watch the screen to verify that the item is correctly discharged. If no due date is listed, this item had already been discharged. If a due date IS listed, the item had NOT been properly discharged upon return. Keep track of the number of items that had not been previously discharged, and record this in the appropriate column.
  4. If an item still has a due date card in the pocket, remove it. Record the number of due date cards you find.
  5. If you find any other unusual circumstances, such as an item listed as NOT FOUND or MISSING, record this information in the COMMENTS column. If necessary, remove the item from the truck, and distribute it to the proper place on the Problem Shelves, or give it to a staff person.
- G. Once you have completed checking in every item on the truck, it is ready to be shelved. Take one of the green DOUBLE CHECKIN COMPLETE tags from the back of the Double Checkin Log, and place it in the numbered card pocket on the truck. If there are no green tags in the Log, take one from the wooden unit on the Stacks Management Processing table. Park the truck next to others waiting to be shelved. Take a yellow PROCESSED AND READY TO SHELVES SIGN from the wooden unit, and place it on the truck. Processing is now completed.

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SECTION 6.2 – ORGANIZING EMC BOOK TRUCKS

- A. The EMC includes several different small collections. Just as with Main Collection call number areas, it is acceptable to combine some of these collections on one truck, but not others. The Acceptable combinations are:
1. Reference, Music Collection, Audiovisual
  2. Picture Books, Fiction, Nonfiction
  3. Reference, Teaching Ideas, Textbooks
- You can also make a truck entirely of one collection, if there are enough items needing shelving.
- B. Unless you are organizing a truck of large Audiovisual items, or the larger textbook sets, use a divided book truck.
- C. For a truck of Music Collection and Audiovisual items, you can fill all four shelves of the book truck. FOR ALL OTHERS, including textbooks, fill ONLY the two top shelves. For textbooks, the truck would weigh too much; for others, since the items are smaller, it would simply take too long to shelve everything.
- D. Reference, Audiovisual, Teaching Ideas, and Textbooks are arranged in Library of Congress order. Music Collection CDs are kept in straight numerical order. Picture Books and Fiction are organized alphabetically by author and then, under the same author, alphabetical by title. Nonfiction is organized in Dewey Decimal call number order. This is how all the materials are organized on EMC Staging, and this is how the book trucks should be organized as well.
- E. As with Main Collection trucks, when first loading the items on the truck, place them upright, with the spine facing you. If you are organizing a truck of primarily AV materials, DO NOT FILL THE TRUCK COMPLETELY – leave space, because after Double Checkin, the CDs and DVDs will need to be placed in security cases, which will take up more space than the items alone. If there are odd-sized or oversized AV items on Staging, and there is room on the truck, include them. Pictures, posters, sets, etc., can be neatly placed on top of the other items, as long as they're not piled too high to be stable, but don't list any of these on the Accuracy Checklist.
- F. When organizing an EMC truck, you will need two blank forms: an EMC Accuracy Checklist (not the Main Collection checklist), and a book truck ID Tag. These forms are kept in a box on the Browsing Collection Staging shelves, and in the wooden divider unit on the Stacks Management processing table.
- G. Now take the truck over to the Double Checkin workstation. Perform Double Checkin as you would for a Main Collection book truck, including shelf reading the truck; tilting the items sideways after they are checked in; and properly filling out the Double Checkin Log. See the instructions in Section 6.1.
1. After Double Checkin, get the appropriate security cases for all the Music Collection CDs and the DVDs – ask the Circulation staff for help if necessary.
- H. Fill out the Truck ID tag as you would for a Main Collection truck, and place it in the

numbered card pocket on the truck.

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- I. Now fill out the EMC Accuracy checklist. At the top of the checklist, read carefully through the codes used to indicate which sub-collection or type of material you are listing. The appropriate code should be listed in the first column on the left, under TYPE. CODES:
- |                     |                                   |
|---------------------|-----------------------------------|
| Reference = R       | Music Collection = MC             |
| Audiovisual = AV    | Picture Books = JE (for juvenile) |
| Fiction = FC        | Nonfiction = NF                   |
| Teaching Ideas = TI | Textbooks = TX                    |
- J. For Reference, Audiovisual, Teaching Ideas, and Textbooks, use the complete Library of Congress call number. For Picture Books and Fiction, list the author's last name and the title of the book – be careful to check the label on the spine, so you know how the author is identified; some authors with names beginning Mc are catalogued to be shelved under Ma (for Mac), some picture books and some fiction anthologies are catalogued to be shelved under the title, etc.. For Nonfiction, use the Dewey Decimal system call number, and for Music Collection use the MC number (MC 112). If there is a copy number indicated on the label, always write this on the checklist! – many picture book and fiction titles have multiple copies, and the shelf checker needs to know which copy to check for.
- K. Once the checklist has been completely filled out (including date, truck ID number, your name as the organizer, and the number of items on the truck), put the checklist in the labeled envelope in the wooden divider on the Stacks Mgmt. processing table. Put a green DOUBLE CHECKIN COMPLETED tag in the numbered pocket on the truck, put an EMC READY TO SHELVES sign on the truck, and park the truck near the EMC Staging area.

SECTION 6.3 – DATE PROCESSED CARDS

- A. Each morning, one of my regular duties is to check all the book trucks that are organized and ready to shelve. I check to be certain there is a Truck ID tag in the numbered pocket of each organized truck, I make sure each truck was properly processed through Double Checkin and that there is a green DOUBLE CHECKIN COMPLETE card in the pocket, and, if a partially-shelved truck is here, I make sure the ID tag was correctly filled out.
- B. Once I have made certain that all the trucks, both EMC and Main Collection, have been processed completely and correctly, I will place DATE PROCESSED cards in the numbered pockets of all the trucks processed the previous day. The number in the upper right corner is the ID number of the truck. The initials in the upper left corner are the initials of whoever organized the truck – unless you are specifically told otherwise, NEVER shelve a truck you organized.
- C. The DATE PROCESSED card serves as my acknowledgement that the truck was correctly processed – therefore, I am the only person who places these cards in the numbered pockets! This is not a part of YOUR duties when organizing and processing a truck for shelving!



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SECTION SEVEN – SHELVING BOOKS

- A. When all the Daily Duties and any Special Assignments have been completed, the next duty on the Priority List is Shelving Main Collection. I may also just assign you to shelve. If you have an hour or more left in your shift, you should start with a full truck. If you have less than an hour, look for a truck that has already been partially shelved.
- B. During the regular semester, when I arrive in the morning, I check all trucks that were organized the previous day, and then I place a DATE PROCESSED card in the numbered pocket; in the upper left corner, I write the initials of whoever made out the final Accuracy Checklist. Never shelve any truck for which you made out the final checklist. Next, make sure that the trucks all have a green DOUBLE CHECKIN COMPLETE card in the pocket, and a READY TO SHELVES sign. Check all the Date Processed cards; you are looking for a truck with the earliest date, as it has been here the longest. If there is no DATE PROCESSED card, the truck was probably organized earlier in the day; check the date on the ID tag to verify this. If there is more than one truck with the same date, look for the truck with the lowest ID number (indicated on the numbered card pocket and on the DATE PROCESSED CARD). You should not pick a truck from a 'favorite' area or pass over a 'least favorite' one. We are Equal Opportunity Shelves; we do not discriminate when selecting books to be shelved, as they are all equally important, regardless of the call number.
- C. In the Activity Log, list your activity as Shelving; for area, list either the call number area or the correct floor (2S = second south; 2N = second north; 3N = third north). Finally, list the truck ID number. Remove the READY TO SHELVES sign, but leave everything in the card pocket at this time.
- D. Shelve the truck as accurately as possible. Accuracy is much more important here than speed, so work at a speed that you feel comfortable with. As you become more experienced with shelving, your shelving speed will increase, hopefully without sacrificing accuracy. Once you've finished shelving a truck, someone will search for the fifteen books that were listed on the Accuracy Checklist, and will make note of any errors or any books that could not be located. Over the course of each semester, I may talk to each of you about the errors you have made, or I may just post a list of errors detected during the semester for you to read, identifying the kind of errors that are most common. I will also use the results of the Checklists to calculate your individual "accuracy rating" and the overall rating for the entire subunit. Although it is doubtful that anyone would actually be fired for having too low a rating, you could be asked to work with me or with a more experienced student to correct frequent errors. Considering how tight our student employment funding is, consistent difficulties in shelving accuracy could be a factor in deciding who will be rehired for the following semester, or how many hours a worker will get. REMEMBER: Accuracy is far more important than speed!
1. If you are finishing a partial truck, start by verifying that the ID tag was correctly filled out. As well as indicating his/her initials in the appropriate space, the shelve should also have noted the first call number remaining on the truck and the total number of books remaining to be shelved. If this information is not written on the tag, do it yourself. After you finish the truck, fill in your own name and date as the

'second shelver', and leave the tag in the box for Completed Forms.

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2. If you are the first person to take a specific truck upstairs to shelve, and you are unable to finish it, fill in the spaces for identifying the first shelver and the date, and then indicate the first call number remaining on the truck and the total number of books left. Replace the ID tag; make sure the Date Processed card, and the green DOUBLE CHECKIN tag are still in the numbered pocket; and put a READY TO SHELVES sign back on the truck.
  3. On rare occasions, it may take three people to complete a truck. If you are the second shelver, please use the back of the tag and indicate the first remaining call number and the number of books left on the truck, replace the tag in the pocket, and place a READY TO SHELVES sign back on the truck.
  4. If you complete a truck, leave the Date Processed card in the slotted box on the Stacks Management processing table, fill in the spaces for identifying the shelver and the date on the ID tag, and place the completed tag in the box for Completed Forms in the wooden divider on the processing table. Return the green "Double Checkin" tag to the Double Checkin log book. Then, park the empty truck in the truck 'corral' behind the Stacks Management area.
  5. Never shelve a truck if the sign on it says READY TO GO ONTO STAGING. This truck has not been processed for shelving, only to be shelved onto the Staging Shelves. Push the truck back up to the Circulation area, next to the Staging Shelves, so the Circ. students know it's there and what should be done with it.
- E. The first book truck you shelve will be processed for expanded checking, which means an additional 45 call numbers have been chosen for checking. Depending upon your accuracy, you may be requested to shelve other trucks processed in this manner until any particular shelving problems have been corrected. THIS IS NOT A PUNISHMENT, it is a routine part of your training. Shelving accuracy and an understanding of the call number system is basic to your responsibilities in this subunit.
1. Over the course of the semester, I will also select other trucks at random to be processed for expanding checking. There will be no way for you to tell if the truck you are shelving has been processed in this manner. This kind of random checking is crucial to keeping a meaningful accuracy rating. You should always shelve as though every book you shelve is going to be checked.
- F. While you are shelving, you should also be straightening books on the shelves. Make a note of any really bad areas, and inform me so I can arrange a special cleanup. If it needs IMMEDIATE attention, make a Special Project tag and post it on the Assignment Board. Be careful to identify the problem area and what needs to be done to correct it.
- G. DO NOT overfill a shelf. Always leave enough room for the bookend - if you remove the bookend, and then books from that shelf are checked out, the other books won't have anything to hold them upright. Cramming books into an already full shelf damages the bindings, makes subsequent shelving more difficult, and could cause accidents by making too many books come off the shelf at once when someone is trying to remove only one. There should be at least three-six inches empty at the end of each individual shelf. If you find a shelf that is full, and there is room either above or below, please shift books to correct the situation. If the whole section is overfull, bring the unshelved books back downstairs and place them on the Overflow shelves in Stacks Management.

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- H. While you are shelving, be on the lookout for other misshelved books. Always check both sides of the position where you think a book should be shelved, and verify that at least 4-5 books on either side are correctly shelved, or you could be compounding someone else's mistake by incorrectly shelving another book in with others that are out of place. Watching for this is one way to keep proper order on the shelves, so be careful. Usually the misshelved books are very close to where they should be, and it only takes a few seconds to reshelve them.
1. If you find a book that is badly misshelved, put it aside and bring it down with you when you have finished shelving. Write a note indicating that the book was badly misshelved, include your initials and the date, and leave the book on the Stacks Management Problem unit next to my work area, so I can verify that the item is not on the Missing List or still charged out to a patron. Afterward, the book will be placed on Staging to be reshelved upstairs.
- I. Shelving Quartos (oversized books) is on the DAILY DUTIES chart, for Tuesday and Thursday. If this assignment falls to you, use one of the flat trucks instead of the divided ones, take all the quartos off the Staging Shelf unit, count them, double check them in, and record the counts in the DOUBLE CHECKIN LOG. Take the truck upstairs, pick up any quartos left lying on the quarto shelves and add them to the truck. Keeping track of the total number, shelve all the books into the Main Collection quarto shelves, and afterwards, record this count in the UNCHECKED SHELVING LOG in the binder on the Stacks management counter.
- J. Park empty book trucks neatly in the corral area behind Stacks Management. Full trucks should be parked behind the conference table.
- K. As book returns get heavier toward the end of a semester, sometimes Circulation can fall behind getting books onto Staging, or organizing book trucks for shelving upstairs. During these times, if you have less than half an hour left to work, you can help out either by shelving a truck onto Staging, or by organizing one for shelving upstairs. If you start a truck, but are not able to fully process it, place a READY TO PROCESS sign on it, so no one will confuse it with those trucks fully ready to be taken upstairs.
- L. Always be careful when shelving in an area where a shifting project is being worked on. There may be gaps in shelving, with empty individual shelves. If the book you are shelving would seem to fit in this gap, check the next shelf that is in use first; your book could belong there.
- M. Also be careful when shelving a book either at the very top or the very bottom of a unit, or at the very beginning or the very end of a full row, making certain that the book you're shelving corresponds properly to the last book on the unit or row preceding, or to the first book on the unit or row following, the shelf you're placing your book on. If you find a row where too many books have been misshelved in relation to the previous or following row, make a note of this row so I can assign someone to go up and correct the situation before it gets worse. **ALWAYS PAY ATTENTION TO THE RANGE-FINDER TAGS!**

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SECTION EIGHT -- SHELVING PERIODICALS

A. CURRENT PERIODICALS AND NEWSPAPERS

1. Shelving Current Periodicals is one of the Daily Duties. Therefore, after you indicate on the Activity Log that you are shelving Currents, check the appropriate box on the Daily Duties Chart.
2. Take a flat-shelved truck, and pick up any current (unbound) journals and newspapers from the wooden cart under the bulletin board.
3. On your way over to First Floor South, check the carts and tables by the photocopiers and pick up any current periodicals and newspapers left there.
4. The newspapers are located in the first row of the Current Periodicals area. Count and shelve any newspapers you picked up. The most recent daily issue goes on top of the pile, with other issues in chronological order underneath.
5. If any current periodicals were left lying around the area, add them to your truck. Take all the periodicals you collected, and sort them alphabetically by title. Pay close attention to the title. The actual first word of the title is not always obvious. For example, the words "Gerontological Nursing" are in the largest size print on the cover of one magazine; however, the words "Journal of" are also in the title, in smaller print, and therefore this title is filed under "Journal of Gerontological Nursing". Usually, Technical Services staff will underline the first word in the title to use for most of these confusing journals.
6. Each shelf in the Current Periodicals section is labeled with the titles that belong on that shelf. The most current issue should be on top, with the others in chronological order beneath it. Check the chronological order of those titles that 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.). If we do this consistently, shelfreading the Current Periodicals will be much simpler.
7. Keep count of the total number of current periodicals and newspapers you shelve. When you have finished, record these numbers in the PERIODICAL SHELVING LOG in the Combined Logs binder.

B. BOUND PERIODICALS

1. Shelving bound periodicals is one of the Daily Duties, so after you indicate on the Activity Log that you are shelving Bounds, check the appropriate box on the Daily Duties Chart.
2. Take a shelving truck and pick up any bound periodicals from the wooden cart under the bulletin board, and the drop trucks around the photocopiers in the lobby.
3. Take the North side elevator up to Second Floor, and take the walkway over to the south side. Pick up all the bound periodicals from the tables and trucks around the photocopiers and elsewhere in the Bound Periodicals area.
4. Continue to collect bounds on your truck until you've cleared the copier area. Unless you run out of room, use just the top shelf of the truck.
5. Once you have the periodicals picked up, organize them onto the regular Periodical shelving trucks, in alphabetical order by title.

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6. Rather than organizing ALL the periodicals trucks at one time, just organize one truck, shelve those periodicals, and then, if you have time, organize and shelve another truck. Otherwise, you will spend so much time organizing you won't get any shelving done, and the patrons will have unorganized many of the trucks before someone else can shelve anything.
7. Always remember to count the number of periodicals you shelve so you will be able to record this number in the PERIODICAL SHELVING LOG.
8. The Bound Periodicals are shelved in alphabetical order in three sections on Second South. The first section presently holds A-B, the second holds C-G, and the final, longer, section holds H-Z.
9. Within each title, the volumes are arranged in chronological order (volume number, issue number, date).
10. As you work, pick up and shelve any other bound periodicals you find lying loose in the periodicals stacks. You do not need to count these, simply shelve them. If you encounter a shelf where the bookend has slid over and the periodicals are leaning, push the bookend back up so the periodicals are upright.
11. If you find an "odd" periodical, like a single volume with no others like it on the shelf, check the Holdings List. It may not belong in the Bounds, or it could be shelved under a different title. Government Documents periodicals have a depository stamp somewhere on the volume; bring these down with you when you're done and place them with the other government documents to be shelved. Reference items have a call number tag on the spine.
12. Remember to keep track of the total number of volumes you shelve, to be recorded in the Periodical Shelving Log. If you are unable to finish all the Bounds before the end of your shift, leave any unshelved titles on the truck, in the Bound Periodicals area, for the next shelper to work on. When you come back down, clear the box on the Daily Duties Board, so the next student in knows that this task needs to be completed. Record in the PERIODICAL SHELVING LOG only the number of bound volumes you shelved, not the total number you picked up.
13. ALWAYS be careful when shelving in an area where a shifting project is in progress. There may be gaps in shelving, with empty individual shelves. If the title you are shelving would appear to belong in such a gap, check the next shelf that is in use, because the title probably belongs there.
14. The Bound Periodicals has recently undergone a complete reorganization. The end result is a collection in straight alphabetical order, regardless of whether the full title is used or just an abbreviation. There may still be a few titles shelved in two different places, because of a change in how the titles were shelved ("AMERICAN MEDICAL ASSOCIATION JOURNAL" became "JAMA", for example). For these titles, the shelves are tagged so that anyone looking for an issue under "JAMA" would see that prior to a recent volume, this periodical was shelved as "AMERICAN MEDICAL ASSOCIATION JOURNAL", and a similar tag was placed on the shelves under the old title indicating that more recent volumes are shelved as "JAMA". You may encounter patrons who are confused and need to be guided to where the volume they need is actually shelved.
15. See Appendix 8 for instructions about Periodical Use Studies.

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SECTION NINE – LEISURE READING

- A. Leisure Reading, previously called the Browsing Room, is located just past the library office in the Clausen Reading Room on Second Floor North. Books from this collection have the word BROWSING at the beginning of their call number; NEVER shelve any book without BROWSING on the call number label into the Browsing collection, and NEVER shelve Browsing books into the other collections.
1. Leisure Reading books are divided into two sections. The Nonfiction collection is cataloged under the Library of Congress system like the Main Collection, and is located on the shelves attached to the north wall. The fiction collection is located on shelves on the south side, and is shelved alphabetically by the author's last name. Three letters of the author's name appear on the call number label. When shelving these books, always keep the two sections separate.
  2. Just outside the Leisure Reading room, there is an A-frame shelf unit, which is used for special displays. Unless you have been given special instructions, DO NOT rearrange or shelve any of the items on this unit.
  3. As you enter the room, there is a divider wall. On the other side of this wall is the Leisure Periodicals collection. Each issue has a Browsing Room sticker on the cover, so don't mix these up with regular periodicals. The Browsing Room periodicals should be shelved in chronological order by volume, issue, and date.
  4. There is another small special collection in Leisure Reading, consisting of boxed games. These are kept on shelves next to the Leisure Periodicals.
  5. The Browsing cleanup is listed on the Daily Duties Chart for Monday, Wednesday and Friday. After you check this duty off on the chart, remove all the Browsing books and games from Staging, make sure they are in the correct order (Library of Congress call numbers for nonfiction, alphabetical by author for fiction), and double check them in, recording it properly in the Double Checkin Log. Then, take any Leisure Periodicals, including USA Today newspapers, from Staging and add them to the truck. Count the total number of items, books, games, and periodicals, together.
  6. Go up to the Leisure Reading room, and shelve all the items, being careful to keep the periodicals in chronological order, and the games in straight numerical order.
  7. Do a Pickup of the room. If you find items from other collections, leave these on the nearest Drop Truck outside the room. Count the Leisure items you pick up, add this to your previous count, and shelve the items.
  8. Straighten the Browsing Periodical collection. Sort through each title, organizing them in chronological order. Bring down any damaged issues, or those that are falling apart, and leave them on the Problem unit next to my work area. Also straighten the USA Today table, with the current month on the left hand side with the oldest date on the bottom, and the previous month on the right hand side, also with the oldest date on the bottom.

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- B. After you have finished with the Leisure Reading Room, do a pickup of the Putney Room/Scholars lounge. If there are any Leisure Reading items there, add these to your count and shelve them. Materials from other collections should be left on the nearest Drop Truck outside the Leisure Reading Room.
  
- C. Take the truck back downstairs to the Stacks Management area and leave it in the truck corral. Record the total number of items shelved, including Browsing Periodicals, in the appropriate column in the UNCHECKED SHELVING LOG.
  
- D. The Browsing Periodicals section is weeded regularly. Whenever certain titles are due to be weeded, I will post it as a Special Assignment. Follow the posted instructions carefully. You will be asked to pull all issues of a particular title prior to a certain date, and to process these older issues for the Discarded Magazines box; you will be given full instructions for this at that time.
  - 1. The USA Today's are weeded monthly, as part of the End-of-the-Month Newspapers duty.

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SECTION TEN -- PICKUPS

- A. 'Pickup', or 'picking up the floors', means checking throughout the library, picking up all the library materials lying around loose on tables, chairs, lounge areas, carrels, and the Drop Trucks, organizing them, counting them for In-House Use statistics, and distributing them properly for eventual shelving.
- B. There are four pickups listed on the Daily Duties Board. This is because there is so much territory to cover that it was necessary to divide the larger task into four smaller ones, each with its own peculiarities and needs. Because we need to count the number of items picked up, take some scrap paper with you to record this information. Remember, before you begin any of the pickups, check the appropriate box on the Daily Duties Chart.
- C. **FIRST FLOOR:**  
The First Floor pickup includes all of first floor, including Polk 101, and the Educational Materials Center (EMC). Be sure to check all the photocopiers and the drop trucks that are usually parked near the copiers. Also check tables, study carrels, and the tops of shelving units in Reference.
1. Reference books found lying on tables, chairs, or study carrels should be counted and then left on the Reference shelving truck. If you can't locate the truck, ask the Reference librarian to point it out.
  2. Current (unbound) periodicals should be collected and left on the Drop Truck near the Current Periodicals section. Newspapers should be collected and left on the Current Periodicals Drop Truck. You **DO NOT HAVE TO COUNT CURRENT PERIODICALS OR NEWSPAPERS.**
  3. Bound Periodicals should be collected and left on the wooden truck under the Stacks Management bulletin board; **DO NOT COUNT THEM.**
  4. Browsing items and Government Documents should be collected, counted, and distributed appropriately in the Circulation area. Browsing items and all quartos (oversize books) go on the appropriate Staging units, and Government Documents have a place under the Circulation counter. Ask the Circulation staff if you have trouble locating the appropriate drop point.
  5. Collect all EMC materials lying anywhere around on first floor, including tables, shelves, and drop trucks in the EMC itself. Count them, organize them appropriately, and shelve them on the EMC Staging Shelves in Circulation.
  6. Check around the microform machines, and on top of the microform cabinets; any microforms found should be left in the basket on the wooden truck under the Stacks Management bulletin board. As with other periodicals, **DO NOT COUNT THEM** for pickup statistics.
  7. Main Collection books should be collected, counted, organized by call number, and left on a book truck parked next to the Staging Shelves, with a "READY TO GO ONTO STAGING" sign. These books will be shelved onto Staging, and will eventually be organized on a shelving truck with the recently returned books, ready for shelving upstairs.
    - a. Occasionally, I may request that you shelve the books onto Staging yourself.  
Simply shelve them in call number order into the books already on

Staging.

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8. When you have finished collecting, counting, and distributing all pickup materials, the counts need to be recorded in the Pickup/In House Use Log in the Combined Logs binder. The figures should be divided into these categories: Main Collection, Reference, EMC, Government Documents, and Browsing. Quartos are counted with the Main Collection items. Periodicals, including newspapers, ARE NOT counted at this time.

D. SECOND FLOOR SOUTH

The Second Floor South pickup includes the entire second floor of the south building. Check all the Drop Trucks, the photocopiers, the tables, the study carrels along the Elmwood side, and the study tables scattered against the far west wall beside the final section of Bound Periodical shelving. Count all materials EXCEPT periodicals, in the categories of Main Collection, EMC, Reference, Government Documents, and Browsing.

1. Collect all bound periodicals, and leave them neatly on the Periodical Drop Trucks near the photocopiers.
2. Collect all current (unbound) periodicals and microforms; Main Collection, Browsing, EMC, and Government Documents materials, and bring them downstairs to be distributed to appropriate drop points at Circulation. The current periodicals should be left on the wooden truck under the Stacks Management bulletin board; the others should be left at the drop points described above.
3. Total your counts and enter them appropriately into the Pickup/In House Use log.

E. SECOND FLOOR NORTH

The Second Floor North pickup includes the entire second floor of the north building EXCEPT the Group Study Room, Leisure Reading (Browsing) Room and the Putney/University Scholars Room, which get picked up separately. Check the areas directly across from the Library Office, the quarto (oversize) section, the tables and study carrels along the north (Harrington) and east (Elmwood) sides of the building, the drop trucks, and the row of study carrels along the interior wall just east of the elevator hallway.

1. All periodicals should be brought downstairs and left on the wooden truck under the Stacks Management bulletin board.
2. Browsing materials should be counted and left on the Drop Truck inside the Leisure Reading (Browsing) Room.
3. All Quartos should be collected, counted, and left downstairs on the appropriate Staging unit. Record these as Main Collection items.
4. All other library materials should be collected, counted, and distributed to appropriate drop points in Circulation, as outlined previously.
5. Total your counts by category and enter them into the appropriate columns in the Pickup/In House Use log.

F. THIRD FLOOR NORTH

The Third Floor North pickup includes not only the entire third floor of the north building, but also the corridor and walkway to the third floor of the south building. Be sure to check all the study carrels along the outer wall of the stacks area on Third north.

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1. Government Documents items should be collected, counted, and taken to the desk in Government Documents.
  2. All periodicals should be collected and brought downstairs to be left on the wooden truck under the bulletin board.
  3. All other library materials should be collected, counted, and distributed to appropriate drop points in Circulation, as outlined previously.
  4. REMEMBER TO INCLUDE THE WALKWAY TO THIRD FLOOR SOUTH AND THE AREA OUTSIDE GOVERNMENT DOCUMENTS!
  5. Total your counts by categories and enter them in the appropriate columns in the Pickup/In House Use log.
- G. One of the reasons the pickups were divided into four separate areas was so that different people could do each area, if necessary. Early in the semester, it may be possible for one person to do all four, but as the semester continues, the number of pickup items increases, and so does the time required to do thorough pickups. Therefore, unless you are working a large block of time and are reasonably certain you can get all four done in that time, don't initial and date more than one box on the Daily Duties Chart at one time. Do the pickups one at a time, so other workers can begin working on the other pickups, and we can avoid the confusion caused by someone starting a pickup s/he is unable to finish.
- H. Remember to arrange the Main Collection books into call number order and to put a "READY TO GO ONTO STAGING" sign on the truck before you push it up to the Circulation area, to make things easier and clearer for the staff and students in that area.
- I. A final reminder: We DO NOT COUNT Periodicals for the In House Use Statistics. These items are counted when they are shelved, to provide a more accurate figure for periodical usage.

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SECTION ELEVEN -- NEWSPAPERS

- A. Two copies of The Oshkosh Northwestern and one copy of The Appleton Post-Crescent are delivered daily through the outdoor bookdrop near the Access Services fire door. These papers usually arrive before 8:00 am.
1. If we get too few copies, too many copies, or copies of other newspapers, like the Fond du Lac Reporter, notify me or, in my absence, a Circulation staff person, so inquiries can be made.
  2. In a basket on the processing table, there should be a page of stickers with the following information:  
Newspapers  
POLK LIBRARY  
UNIVERSITY OF WISCONSIN OSHKOSH  
Place one of these stickers on the upper right hand side of the front page of each copy. Be careful not to cover any wording that might be considered important.
  3. For Sunday papers, see the special procedures outlined below.
  4. For Monday through Saturday papers, first make sure all the sections are in the correct order. Staple each newspaper once in the upper left margin. If the staples feel sharp in back, with the possibility of cutting a reader's fingers, use the flat-nosed pliers to flatten the edge.
  5. Deliver the stapled newspapers to the newspaper shelves at the beginning of the Current Periodicals section in Polk 101. The latest issue available goes on the top, with all the other issues beneath, in reverse chronological order. Because we get two copies of the Northwestern, there should be two piles, kept in the same order.
  6. We keep newspapers for two months. Watch for the labels for 'Previous Month' and 'Current Month'. Some of the larger newspapers will have separate piles for the first 15 days of the month and the second 15-16 days of the month; watch for these, and keep each pile in reverse chronological order, with the most recent on top.
- C. The rest of the library's newspapers are delivered via mail, and are processed by staff in Technical Services.
1. These papers will not have the "Newspapers" sticker on the front page, but there should be a red 'Received' stamp, to indicate that they belong here.
  2. Usually, these newspapers will not be stapled. If you find issues lying around, make sure all the sections are together and that there is a 'Received' stamp on the front page. Count and shelve these issues, and record that count in the Periodicals Shelving Log.
  3. Several different newspapers are provided free for students, and issues of these papers could be left around the library. LOOK FOR THE 'RECEIVED' STAMP – if there isn't one on the front page, this issue does not belong to the library and can go into the nearest paper recycling bin. If you can't find the front section of this particular newspaper, check the Newspaper shelves for this issue. Make sure that the library copy is there, IN ITS ENTIRETY – if sections are missing, check what you found; they may be the missing sections and if so, should be placed back into our copy. If no sections are missing, assume that what you found doesn't belong to the library and can be recycled.

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D. SUNDAY NEWSPAPERS

1. Process the Sunday Northwestern and Post-Crescent in the same way as the daily issues, but there will be more sections to be put in order.
2. First, make sure all the sections that contain nothing but advertisements, coupons, or TV listings, are removed and recycled. Then, organize the sections into proper order. Include such inserts as the comics, Parade magazine, etc. – if it has text other than advertising, keep it with the paper, although any sections that are smaller than full newspaper size should be placed at the back. Using the regular stapler, staple the paper together, stapling it once in the upper left hand margin.
3. Once processed, the Sunday issue can be shelved with the daily issues. Keep the issues in reverse chronological order with the most recent on top.

E. At the beginning of each month, the newspaper collection is weeded. If you are assigned to do this task, you will be given a special instruction sheet to follow.

1. Take flat shelved truck to Leisure Reading (Browsing), and sort the USA Today's. Stack the issues from the oldest of the two months there on the truck, and return to first floor.
2. Older copies of the MILWAUKEE JOURNAL SENTINEL and the OSHKOSH NORTHWESTERN that are being kept until the microfilm arrives are stored under the sink on the north wall of the Stacks Management area. You will be told if any of these should be pulled for recycling. If any are, put them on the truck.
3. Take the truck to the newspaper area on First South. Go through all the newspapers EXCEPT the MILWAUKEE JOURNAL SENTINEL and the OSHKOSH NORTHWESTERN. Pull the oldest of the two months' worth on the shelves (labeled 'Previous Month'), and stack these on the truck. Whenever the truck gets full, take it outside to the dumpsters. One is labeled for Paper Recycling - throw all the discarded papers into that dumpster. Dust each 'Previous' shelf as you clear it.
  - a. Technical Services sometimes promises the discarded copies to various individuals. When this happens, you will be instructed to leave these newspapers in the Loading Dock rather than throw them away.
4. Move the remaining month's papers from the "Current Month" section of the shelf to the "Previous Month". Remember, some papers require two separate piles for each month, one for the first 15 days and another for the second 15-16 days. Try to keep the stacks of papers neat and in reverse chronological order, with the most recent on top. Dust each "Current Month" shelf as you clear it.
5. Although we get two copies of the Oshkosh and Milwaukee newspapers, we only keep the second copies for one month. So, go through the most recent month's worth of these titles, making sure we are keeping one copy of each day's issue. The rest can be pulled, as instructed.
6. Now, pull the previous month's issues of the MILWAUKEE JOURNAL SENTINEL and the OSHKOSH NORTHWESTERN. Move the remaining month's issues from 'Current Month' to 'Previous Month'. Bring the previous month's issues back to Stacks management, and store them neatly under the sink. As shelves are cleared, dust them.
7. The instructions for these two titles may vary from month to month, depending upon when the microfilm is received, so read the instructions carefully.

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SECTION TWELVE -- CLEANUPS

- A. The Main Collection Cleanups are another of the Daily Duties. A cleanup involves checking each row of shelves in a specified section, and shelving all the books left loose at the end of rows, on top of other books, etc..
1. You don't have to count these books for In-House Use statistics because in all probability they weren't really used - patrons just picked them up, looked at the table of contents or the index, decided there isn't anything on the topic they're interested in, and left the books lying loose on the shelves.
  2. Usually, these books will be found relatively close to where they belong. Books found in an entirely different section from where they belong should be brought downstairs and left on my desk with a note indicating where they were found, so they can be checked through the library database; some of them may be on the MISSING list or still checked out to a patron.
  4. Sometimes, all the shelves in a unit are completely full, and books could be left lying on top of properly shelved books. Make sure there is no space in the appropriate unit that books could be shifted into, to allow these items to be shelved. Then, bring them downstairs and shelve them on the Overflow Shelves in Stacks Management; make a note of the call number area and let me know about the overcrowded unit.
  3. Straighten the shelves as you go, pushing the bookends straight as well, so the section looks neat and orderly and will be easier to shelve into.
- B. Although it would be useful to have the entire Main Collection cleaned up every day, we simply do not have the time or the workers to spare, so a different section is designated to be cleaned up each day, Monday - Friday.
1. The specific section designated to be cleaned up on any particular day is noted on the Daily Duties Chart. The schedule is as follows:

MONDAY: A-E	TUESDAY: F-H
WEDNESDAY: J-PN	THURSDAY: PQ-Q
FRIDAY: R-Z	
  2. Because the section cleaned up each day is different, cleanup is one of the Daily Duties marked with an asterisk (\*) on the Daily Duties Chart. Before you begin the current day's Daily Duties, check to make sure that the previous day's Cleanup got done. If there is nothing noted in the appropriate box on the Chart, **DO THAT CLEANUP BEFORE PROCEEDING TO WORK ON THE CURRENT DAY'S DAILY DUTIES.**
- C. Note that the schedule listed above involves ONLY the regular shelves of the Main Collection. There is a separate Daily Duty square for the Leisure Reading (Browsing) Room cleanup (Monday, Wednesday, and Friday) and for the Quarto shelves (Tuesday and Thursday). Whenever you are working in the Current and Bound Periodical and the Newspaper sections, include cleanup as part of the work routine. Note any particularly bad area and if you do not have time to finish cleaning it up, make a careful note of it, and post it as a Special Assignment so the next student worker in can finish the area.
1. When doing the cleanup of the Newspaper sections, count and shelve any newspapers you find; record this count in the Periodical Shelving Log. Also, if you find loose newspapers in the Bound Periodical section, bring them down and leave them on the wooden truck under the bulletin board, so they can be

counted and shelved the next time someone shelves currents.

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SECTION THIRTEEN -- SEARCHING

- A. Another Daily Duty is searching for materials in the stacks. Before a missing book or periodical can be considered for replacement or withdrawal, it must be searched for several times over the course of six months to one year.
- B. Item search slips for those materials scheduled for searching on a specific day are filed into the Search Box, which is located on the Stacks Management counter. The box is divided into sections marked with the day of the week on which particular items are to be searched. Different items are scheduled for searching each day, so this is a Daily Duty with an asterisk (\*); always check to see if the previous day's Search Box duty was completed, and if it was not, do that BEFORE proceeding with the current day's Search Box.
1. There are many different reasons we need to search for materials. We look for items that should be on the shelf according to the Voyager database, but which patrons and staff were unable to locate. We also search for items that are long overdue, to avoid billing or invoicing a patron for materials which are actually back in the building but for some reason did not get properly checked in. When a patron pays a replacement fee for a lost book, we still search for that item for one year, since the patron can request a partial reimbursement for a book if it is found within one year of payment.
  2. The searches for an item over the course of a year follow a set schedule, starting with 3 searches during the first week following the search request, and then gradually stretching out the length of time between searches, so that each item will be searched for 13-14 times, until it is found or it has reached one full year since the initial missing report or since a lost item was paid for.
  3. Check the box for the dividers marked with the right day of the week, (i.e., if it is Tuesday, look for the divider marked "Tuesday") and pull the search slips behind that divider. These slips should all be in shelf order, but it is best to review that before you begin searching.
  5. There is a separate search slip for each item. Each slip indicates the item location, call number, author, title, bibliographic information, and barcode ID number. First check the location, to be certain you are looking in the correct place. Then, make sure the slips are in proper call number order for that location, and search thoroughly for each one. Watch for any special notes, such as Check both Regular and Quarto shelves, or Search Also – this call number area, and follow those instructions carefully. Ask for clarification if necessary. You may also be instructed to check for a matching barcode, if we have multiple copies or multiple editions.
  6. If you find an item, bring it down and leave it with the search slip on the Stacks Management Problem shelf next to my work area so I can clear the computer records. For the items you don't find, date and initial the reverse side of each slip, and place these slips in back of the Search Box, behind the divider marked "Completed Searches". I will update the computer record for each one, so the correct number of searches will be indicated on the item record, and then will sort them according to their next scheduled search date.

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7. Bring down ONLY those books with the exact same call number as the item identified on the slip. Ignore the copy number, however, since this is not necessarily part of the call number as listed on the spine of the books; bring down any copies you find that match the call number UP TO the listed copy number. I will compare the book to the specific item record, and decide if it is the correct item.
  
- C. Whenever I receive a request to search for a missing periodical, these slips will also be included in the Search Box. Search for them as thoroughly as possible; bring them down if located or date and initial the back of each slip and file them behind the Completed Searches Divider in the Search Box if not located.
  
- D. We frequently have to search for EMC, Browsing, and Government Document items. If you have not already been shown how and where things are shelved in these areas, ask me before you attempt to complete these searches.
  
- E. Occasionally, I will have a special searching project for you. You will be given specific instructions at that time, either verbally by me or another staff person or in a written notice under Special Assignments on the bulletin board, instructions clipped to a pile of search slips left in the Additional Assignments basket, or a note clipped to the Activity Log. Be sure to ask questions if you are at all unclear about the assignment. Follow the instructions carefully, and search thoroughly. Remember, each time you locate an item, that is one fewer search we will have to do in the future.

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SECTION FOURTEEN – MICROFORMS and COMPACT STORAGE

- A. There are three types of microform: microfilm, which comes on reels and is stored in boxes; microfiche, clear pages which are stored in envelopes, often several pages per envelope; and opaque microcards, which come in smaller, sturdier pages and may also be stored in envelopes. Most of the library's microform collection is now kept in Compact Storage, and patrons must request these materials at the Circulation Desk. What remains on First Floor North are the newspapers on microfilm, and the Kraus Curriculum Collection, on microfiche.
1. These are kept in cabinets located against the wall immediately outside the door from the Stacks Management area into the AV/EMC area.
  2. Each cabinet is labeled as to contents.
  3. The machines for reading and printing microforms are located between the cabinets and the Processing area, along with the AV equipment carrels. The machines are identified by numbers, and also by the type of microforms they are designed for. Some of these machines can only be used for *viewing* microforms; no printer is attached to them.
- B. Stacks Management is responsible for shelving new microforms, and for reshelving microforms after patron use.
1. Shelving microforms is on the Daily Duties chart.
  2. First, check the basket on the wooden truck under the bulletin board for boxes of new microfilm. These should ONLY be newspapers – if there are journals, leave them there.
  3. Next, collect any microforms left in the black boxes on top of the microform cabinets, or laying loose on or around the microform reader-printers.
  4. Count the number of items you have collected, and then file them properly in the cabinets. For newspapers, find the drawers for the appropriate title; the drawers will be organized chronologically, and this is how you should file the boxes.
  5. The Kraus Curriculum Guide collection microfiche are kept in envelopes; each piece of microfiche has a call number on the upper left hand corner, with a 2-3 letter code for subject, and then a 3-4 digit number; each drawer in the cabinet is labeled by subject area. Find the correct subject area, and then file the envelope under the correct subject, in numerical order. Underneath the call number, each sheet of microfiche will also have a smaller line indicating the number of sheets included in that particular document; file them in proper order (1 of 2, then 2 of 2).
  6. Keep track of the number of newspaper microfilm reels and of the number of Kraus envelopes you are refilling, as this will need to be logged when you are finished. Keep a separate record of the number of NEW microfilm reels you are filing.
  7. When you have finished filing these items, record the counts in both the Periodicals Shelving Log and the Microform/Compact Storage Use Study (for further information on the Use Study Log, see Section D below).

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C. COMPACT STORAGE:

Also on the Daily Duties Chart is 'Compact Storage'. This task can be either combined with Microforms, if you have time left on your shift, or it can be done separately. Either way, remember to check off the box on the chart before you start the task. Check the basket on the wooden truck underneath the Stacks Management bulletin, for microforms that were retrieved from Compact Storage on patron request. After the patrons have finished using these items, the Desk staff will place them in the basket, and it is our responsibility to take them back down to storage. There may also be books, tapes, or bound periodicals on this truck that are also from Compact Storage, and need to be returned there. There is also the purple Microform/Compact Storage Use Study folder, which you should take with you. Get the key to the basement storage room from Circulation, and take these items downstairs. The storage area is located immediately around the corner from the elevator and staircase, behind the first doors in the hallway leading down to the CESA resource center. The doors should always be locked unless someone is working in the storage area.

1. The light switches are on the wall to your right as you enter the area.
2. Locate the Microform cabinets. There will be labels on each cabinet identifying the title and dates of all material in each drawer. Find the appropriate cabinet, and file the box or envelope in the correct place. Keep track of the number and type of material you are filing.
3. If you also brought down non-microform items to be shelved, use the labels at the ends of the shelving units to locate where these items belong. Make a note of the call number or journal title, and the number and type of material you are shelving.
4. When you are done, turn off the lights to the storage area, and leave, making certain the doors are locked behind you. Come back up to the Stacks Management area, and return the key to the Circulation staff.

D. When all the microforms have been filed, return to the truck under the bulletin board. There is a purple folder there, labeled 'MICROFORM AND COMPACT STORAGE USE STUDY', containing a log sheet that you need to fill out.

1. Fill in the date, and your initials.
2. Next, write the call numbers or journal titles of the non-microform items, and how many separate items there were (example: 3 volumes of a particular journal).
3. Now, in the appropriate columns list the number of rolls of newspapers and journals on microfilm that you shelved.
4. The next columns are for the different types of microfiche or microcard you filed. There are separate columns for: journals, LEL (Library of English Literature), LAC (Library of American Civilization), books, Kraus Curriculum Guides, and ERIC documents; record the number of each type you refilled.
5. The last two columns are for any microforms that did not have a title specific column in the chart. Record the title, and then the number of individual items.

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- E. Once you have entered all the data in the Use Study Log, you need to record a more condensed set of figures in the PERIODICAL SHELVING LOG in the binder on the Stacks Management counter. For this statistical record, you simply list how many microforms you shelved, including the new rolls of microfilm. There are separate columns for microfilm, microfiche, and microcard. Titles do not need to be recorded, nor do you need to record the number of non-microform materials you returned to Compact Storage. Ask me if you have questions about this.
  
- F. Occasionally, you may be assigned to special straightening, shelfreading, shifting, or inventory projects in various sets of microforms, which may involve not only keeping the microforms in proper order in the drawers, but also noting any missing microforms. You will receive precise instructions upon assignment, or they may also be set up as ADDITIONAL PROJECTS. Now that most of the microforms are in Compact Storage, this won't happen very often, and will likely be a short project.

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SECTION FIFTEEN – ADDITIONAL PROJECTS

- A. There will frequently be projects underway in Stacks Management that don't fit under any of the regular Daily Duties and Assignments on the Task Assignment Priority List. These are handled as ADDITIONAL PROJECTS, as shown on the Priority List.
- B. Folders for all active ADDITIONAL PROJECTS are located in a holder on a shelf under the Stacks Management counter.
- C. Each folder has a card pocket holding a note indicating the current project assigned to that folder. Inside the folder will be a complete instruction sheet, a list of approved workers if applicable to that assignment, and whatever logs or forms are necessary to the assignment. If there is no list of approved workers in the folder, that assignment is open to anyone who feels confident that s/he understands the procedures as outlined in the folder.
- D. Always follow the instructions closely, especially those for logging progress.
- E. If you are the worker who finishes a particular project, leave the folder on my desk.
- F. If there are no active ADDITIONAL PROJECTS, go to the next task on the Priority List.

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SECTION SIXTEEN -- SHELFREADING

- A. Shelfreading refers to the process used for checking the shelf order of books and periodicals, and correcting errors as they are found. For books, this means checking each call number as it appears on the shelf, and for periodicals it means checking the title and chronological order of every issue or volume on the shelf. The process includes removing and reshelving those books or periodicals that are out of order, straightening and dusting as you go.
- B. SHELFREADING CURRENT PERIODICALS
1. Shelfreading Current Periodicals will always be handled as an ADDITIONAL PROJECT. Instructions will be in the appropriate ADDITIONAL PROJECT folder. Because shelfreading Currents is not as hard on the eyes as some other shelfreading projects, you can work on this project for up to one and a half hours.
  2. There will be a log in the ADDITIONAL PROJECT folder to keep track of progress. You will need the log, a pen or pencil, a dust cloth, and a flat-shelved truck.
  3. If you are the first person to work on this project, begin with the first unit of Current Periodicals, located on first floor south. Record the date, your last name, and the title of the first journal in the collection, on the first line of the log. If you are not the first, find the unit of Current Periodicals that begins with the last journal title listed in the log. You will begin with the NEXT unit – record the date, your last name, and the title of the first journal on the unit, on the next line of the log.
  4. Working one shelf at a time, remove all the journals on that shelf and stack them on the truck. Dust the shelf thoroughly.
  5. Reshelve the journals, making sure that no other titles are in the pile. Verify that each pile of journals is in proper order by date with the most recent issue on top, and that each pile is then placed correctly on the shelf above the appropriate title label on the front of the shelf. Keep track of the number of errors you correct as you organize the journals.
  6. When you complete the whole unit, record the number of errors you corrected in the log. Then, count the number of journal TITLES (not individual issues) that are shelved on that unit, and record this number in the log.
  7. If you are certain you have enough time left in your work shift to complete another unit, begin the next unit. **IF YOU ARE NOT SURE YOU CAN COMPLETE ANOTHER FULL UNIT, DON'T START IT!**
- C. SHELFREADING BOUND PERIODICALS
1. Shelfreading Bounds is the on the 'less than one hour' portion of the Job Assignment Priority List, and is handled as an ADDITIONAL PROJECT.
  2. There will be instructions and a log in the appropriate ADDITIONAL PROJECT folder. Each worker should indicate the first title in the last row s/he finished; the next worker should find that row, and start working on the row immediately after it.
  3. The Bound Periodicals are shelved in alphabetical order by title, and then in chronological order by volume number and date.

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4. Work from left to right, looking at each volume. Make sure that no other titles have been incorrectly mixed in, and reshelve any that have. Take a dustcloth with you, and dust the shelves as you go.
  5. Verify that each volume is in the correct place chronologically, with the most current bound volume being the last in the series. Keep track of the number of errors you find and correct.
  6. Shelfread until you finish the row. **DO NOT BEGIN ANOTHER ROW UNLESS YOU ARE SURE YOU WILL HAVE ENOUGH TIME TO COMPLETE IT.**
  7. In the spaces provided on the log, indicate the date and your initials, the first title in the row (you don't need to indicate volume numbers or years), the number of errors you corrected, and the number of shelving units in that row.
- D. SHELFSCANNING MAIN COLLECTION
1. In the Main Collection, we are now concentrating our efforts on shelf scanning instead of shelfreading. In Shelf Scanning, only the first three rows of each call number is read, in order to catch and correct the really serious errors. Shelf Scanning is handled as an **ADDITIONAL PROJECT**.
  2. Because shelf scanning isn't quite as hard on the eyes as shelfreading, it is on the priority list both for workers with less than an hour left, or more than an hour.
  3. You will need one book truck, the log sheet in the appropriate Additional Project folder, a pen, and some scrap paper.
  4. Only one person can work on a Shelf Scanning project at a time, because we will usually be scanning only one call number section at a time. For example, if the 'area' listed on the log sheets is 'R', we will be scanning every call number in the collection that begins with the letter 'R', from R and RA through RZ.
  5. The first person working in a particular call number area, the log sheet will be blank. Go upstairs to find the first single unit of shelving that includes books in the indicated area. It is probable that this unit will be in the middle of a row, and that the first call number on that unit will **NOT** begin with the designated letter. So, this one time, instead of recording the first call number on the top shelf of the unit, record the first call number on the unit that begins with the designated call number letter. Also, count only those items on the unit that begins with the designated call number letter.
    - a. For all subsequent units, record the first call number on the top shelf of the unit, and count all items on the unit.
  6. Begin scanning the call numbers, making sure that the first three lines of the call number are in proper order. If you find an item that is only a unit or so away from where it belongs, reshelve it. If you find an item that is several units out of order, write the item's call number and barcode on a piece of scrap paper, and place it on your book truck. Keep track of the number of errors you find.
  7. In this manner, work your way through the entire unit. When you have finished the unit, count the total number of items on the unit, including the misshelved presently on your truck, and record this on the Log Sheet, along with the total number of errors you found. Then, reshelve the items on your truck.

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8. If you are CERTAIN that you have enough time to do another unit, you can move on to the next one, but only if you know you can finish it.
9. When you have finished, bring everything back downstairs to Stacks Management. Put the Additional Projects folder back in the holder, with your Log Sheet properly filled out. The list of items that were badly out of order (call numbers and barcodes) should be initialed and dated, and placed in the back of the Search Box with the Completed Searches. If you encountered any special problems, give me a report or leave a brief written description on my desk.

E. SHELFREADING MAIN COLLECTION

1. Main Collection Shelfreading is on the Priority List for workers with less than one hour left to work.
2. On the shelves beneath the Stacks Management counter, there is a binder labeled "Shelfreading". This contains specific instructions for Main Collection shelfreading, and the project logs.
3. Each line in the project log refers to one unit of Main Collection shelving. 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.
4. Fill in the date and your initials in the space provided. Take some scrap paper, and write down the call number listed. Turn the note over, and write down the call number listed as being the first one in the next unit. Take this note, a pen or pencil, and a dustcloth with you, and go up to the call number area being shelfread.
5. Find the correct unit by looking for the book with the call number listed as being the first on that unit. It is possible that that book may have been checked out after the call number survey was completed, so if you can't find the exact call number, look for the one that would be shelved next to it. This will be your starting point.
6. Read each call number as it appears on the shelf. Correct any errors you find, and keep track of the total number of errors you correct. If you find any books that are more than a row away from where they belong, count them as errors, and place them on the nearest Drop Truck. They will be collected in the next scheduled Pickup.
7. "Edge" the books as you work, making sure all the books come right to the edge of the shelf.
8. Dust the ends of the shelves, the bookends, and the tops of the books.
9. Work your way down to the bottom shelf. When you reach the last book on the bottom shelf, that unit has been completed.
10. If you are sure you have enough time left in your work-shift to complete another unit, turn the note over and start the next unit, once again keeping track of the total number of errors corrected. **DO NOT BEGIN ANOTHER 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.**

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11. NEVER SHELFREAD MORE THAN TWO UNITS IN A ROW WITHOUT COMING BACK DOWN TO STACKS MANAGEMENT – shelfreading can be hard on the eyes, and after two units, if you have time left in your work-shift, you should work on something else.

SECTION SEVENTEEN -- SHIFTING

- A. Shifting is the third item on the "one hour or more" assignments on the Job Assignment Priority List, but you only shift if you have been approved to do so. Otherwise, proceed on to the fourth assignment on the list.
- B. MAIN COLLECTION -- major shifting projects
  1. A 'major shifting project' is one that requires that a majority of shelving on a particular floor of the Main Collection will need to be shifted. This usually happens because new shelving has been erected, and we are moving books into that shelving, so the available expansion space is spread out through all the call number areas on that floor. All Shifting Projects are handled as ADDITIONAL PROJECTS.
  2. NO ONE IS TO WORK ON A MAJOR SHIFTING PROJECT WITHOUT BEING APPROVED BY THE STACKS MANAGER! There are always little points that need to be made, and I prefer to see to it that people are properly trained before they go up to work on the project. Although there will be written instructions in appropriate Additional Projects folder, I prefer to personally walk every potential shifter through the system.
  3. For any major shifting project in the Main Collection, I do considerable planning before sending anyone upstairs to start shifting. First, I break down the affected areas into smaller sections, and then determine exactly how many individual shelves should be allocated to each of these sections. Colored index cards may be distributed among the shelves, calling attention to where each different section should begin and giving the count of individual shelves allocated to that section. While shifting, keep watching for the next colored tag; once you see it, check to make sure you are leaving enough room to spread the books out into the proper amount of space, without encroaching upon space reserved for the next call number or title section. If it appears that there are too many individual empty shelves, you can leave a few top or bottom shelves empty to compensate. On the other hand, if it appears that you may run out of space, you will need to leave less room on each individual shelf.
  4. If you discover that there is a large discrepancy or too large a difference between what needs to be moved and the space allocated for it, stop shifting until I can be alerted and make a decision how best to cope with the situation.
  5. The usual rule in a major shifting project is to fill each individual shelf 3/4 full, leaving 12-15 inches empty. This rule will not apply to the Bound Periodicals, however, since there isn't any need to leave empty space between volumes if none are missing. Therefore, in the Bounds, leave only enough space for the bookend, until you get to the last shelf containing that title. Then, leave the amount of space I have specified on the colored tag, or in the Additional Projects folder.

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6. Occasionally, in the Main Collection, there is a particular multi-volume set or annual series which can fill an entire individual shelf all by itself. If there are no other books that are going to be shelved on that particular shelf, you can fill the entire shelf with a set or series, still leaving enough space for a bookend so that if a few volumes are checked out, the rest of the set can still be kept properly upright.
7. ALWAYS take a dust cloth up with you. Dust each shelf as it is emptied, and dust the bookends.
8. It is always a good idea to take a few spare bookends up with you. These are stored in the Stacks Management storage cabinet. You can always bring the extra ones back down again.
9. For a major shifting project, you will definitely need to take an empty book truck with you. Use this upstairs only as long as you are shifting; bring it back down with you when you are through, unless someone has arrived to take your place. NEVER leave an empty truck up near a shifting project; patrons have a tendency to 'borrow' these trucks if they are doing major research and don't want to carry books back and forth between the stacks and the table or carrel they are using, or they assume any empty truck is a drop truck, and leave books on the truck to be reshelved. **BRING YOUR EMPTY TRUCKS DOWNSTAIRS!**
10. Whenever you finish emptying a row of shelving, remove the old range finder tags, to avoid patron confusion. I will make temporary range finder tags for the newly filled shelves within a day or two; it is better to have rows without range finders than with incorrect ones. To make this easier, write on the back of one of the range finder cards you removed, what the first and last call number or journal title/volume/date are, on the row you finished shifting.
11. THINGS TO WATCH OUT FOR:
  - a. Keep the books in proper call number order, and periodicals in proper title and volume order. You won't have time to shelfread thoroughly as you shift, but you should shelf scan (make sure the books are in order according to the first three lines of the call numbers).
  - b. When removing books from the shelves to be moved, DO NOT skip shelves, leaving one shelf either empty or half full, unless there is a tag or notice specifically instructing you to leave that space empty, or someone may have to reshift to make up for your error. Always check that the bottom shelf of the previous unit is empty before you begin emptying a new unit!
  - c. If you spot badly misshelved books, bring them down to be checked through the Voyager database; they could be on the missing list, or still charged out to patrons.
  - d. Until further notice, DO NOT bring down damaged items to send to the Bindery unless they are literally falling apart and cannot be reshelved. The Bindery budget is very tight, so some items will simply have to wait for minor repair work.

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12. On major shifting projects, it is permissible to work in pairs. However, you are expected to be shifting, not carrying on a social conversation. When discussing the project, always keep your voices quiet, to avoid annoying patrons who are already being disturbed by the inevitable noise of moving books around on metal booktrucks and metal shelves. Also make sure that it doesn't distract you from what you are doing, causing you to make stupid mistakes that may require reshifting to correct.
  - a. This rule also applies to personal stereos or radios: it is permissible to use them, but you **MUST** be certain that the volume is low enough so that only you can hear it. Remember that sound can 'leak' from the earphones if you have the volume on too loud, and this could also disturb the patrons.
  - b. When you are working in pairs, I expect you to be able to work out for yourselves how you want to handle the workload. One person can load one truck while the other unloads a different truck, as long as the trucks are moved in proper call number order, or you may choose to have one person handing books to the other, working with one single truck. As long as the books get properly moved, in decent call number order, either method is fine, just don't spend so much time debating how to proceed that you don't get any shifting done!
13. The usual rule is to work on a major shifting project for no longer than two hours straight without taking a break of some kind. Also, if you feel that you may injure yourself by shifting any longer, you may come down early. **DO NOT** work so fast that you risk sprains or other injuries. **DO NOT** lift several books at a time without supporting them with both hands, and **DO NOT** lift more weight than is comfortable for you. Only take as many books in one hand as you can without 'stretching', or you could injure the tendons in your hand and wrist. If you do have an accident or injure yourself, report it immediately, to me if I am here or to the Circulation/Reserve staff; if you are shifting during one of those times when no regular staff is on duty, leave a full report of the incident taped to my computer terminal, so I will find it easily the next day. You may be requested to accompany us to Personnel to fill out a report there. These reports are necessary, just in case the accident or injury turns out to be serious enough to warrant medical treatment beyond that available at the student health service, because you are eligible for Worker's Compensation benefits - IF a report was properly filed, within the correct time limit. Sometimes an accident that seems minor may later require treatment, so **ALWAYS** report it.

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- E. MAIN COLLECTION -- Spot-shifting projects
1. Because we are always adding new books to our collection, and because our shelves are already crowded, frequently it will be necessary to do some 'spot-shifting' to relieve overcrowding in one particular unit or row. I regularly survey the Main Collection to choose which areas are most in need of spot-shifting. I will either write a small project up as a Special Assignment, or write up a larger one as an ADDITIONAL PROJECT, in which case all the necessary instructions will be enclosed in the appropriate folder.
  2. If you are working on a spot-shifting assignment as an ADDITIONAL PROJECT or as a Special Assignment, and you are unable to complete the entire assignment in the time allotted to you, make sure that you properly indicate your progress for the next worker.
  3. Descriptions for spot-shifting projects will all follow the same general pattern. First, I will specify which row or rows are concerned, identifying the rows by their range finder tags. If there are only specific units within a row that need work, I will identify these by number - the unit furthest to the right in each row will be Unit #1, and the numbers will progress from there. Next, I will define the specific problem, for example: "several units are considerably overcrowded but the top and bottom shelves in many units are empty. Starting at the beginning of the row starting with PN 1023, begin shifting into those empty or underutilized top and bottom shelves, spreading the books out to take up more than 3/4 of each shelf (leave approx. 9-12 inches at the end of each shelf)". I will always try to be as specific as possible with these instructions, but if you have questions, please feel free to contact me. If I am not available, you may work on another assignment rather than proceed with a spot-shifting project about which you are uncertain.
  4. Just as with major shifting projects, ALWAYS take a dust cloth up with you, and dust each shelf and bookend as you go.
  5. Sometimes individual shelves are so crowded that the bookend has been removed, so it is always a good idea to bring up a few extra bookends just in case. You can always bring the unused ones back down again.
  6. If you feel more comfortable working with a book truck, you may use one for a spot-shifting project, but NEVER leave such a book truck upstairs in the stacks. Bring it back down when you are finished for the day.
  7. Usually, spot-shifting projects go faster if one person works on them alone, and I would prefer that you not work in pairs on these projects.
  8. Follow all the rules for major shifting projects, especially those involving safety and avoided injury. Don't move more books at a time than your hand can carry without stretching, and always support the books with both hands to avoid strain. Report any accident as soon as possible. Use a personal stereo or radio if you wish, but keep the volume down so low that no sound 'leaks' past the earphones.
  9. Spot-shifting assignments should usually be worked on for no longer than two hours. If you don't finish in that time, be sure to indicate clearly how far you got, so the next worker to take that assignment knows where to start.

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E. BROWSING ROOM AND QUARTOS

1. The nonfiction collection in the Browsing Room will rarely require a major shifting project, because most of the shelves are already full. It may be necessary, occasionally, to shift part or all of the fiction collection, which is also getting crowded. This will be posted as an Additional Project, and all necessary instructions will be included in the folder.
2. It may occasionally be necessary to do some spot-shifting in the quartos. These projects will also be handled as Additional Projects, with all instructions included in the folder.

F. PERIODICALS

1. Shifting in Bound Periodicals, Newspapers, and the microforms will always be handled on an Additional Project basis. All necessary instructions will be enclosed in the appropriate folder.
2. Shifting in Current Periodicals is usually handled by Technical Services, and is determined by any new subscriptions the library buys, or any old subscriptions that are cancelled. It may be necessary to change the Range Finder signs after such a project has been completed; this will normally be handled as a Special Assignment, and appropriate instructions will be supplied at that time.

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SECTION EIGHTEEN -- INTRODUCTION TO THE EMC

- A. The EMC, or Educational Materials Center, is actually several small, specialized collections combined into one area, all serving the needs of Education and related departments. It is located just past the microform collection, with its own Service Desk further back toward the windows.
- B. Each of the little special collections in the EMC is shelved separately, some with Library of Congress call numbers and others shelved with different systems of classification. Stacks Management is now responsible for some shelving in the EMC, and we also search for lost or missing EMC materials, so it is necessary to be familiar with the different little collections and how each type of material is identified on the label and organized on the shelf.
1. MUSIC COLLECTION: The Music Collection, all on compact disks, is shelved against the wall immediately past the door between Stacks Management and the microform collection. Each disk has a label indicating MC and a number; occasionally, there is a set of disks with the same number followed by a 'part' number. This collection is shelved in simple numerical order.
  2. AUDIOVISUAL: The Audiovisual Collection consists of kits, games, maps, videotapes, audiotapes, and other AV materials. They have all been assigned LC call numbers, and are shelved a little further down from the Music Collection, toward the hallway. Occasionally, there are some very large items that do not fit in their proper place on the AV shelves, and have been placed on an adjacent shelf, out of order. Checking here is a good idea if you aren't sure exactly what specific type of AV item you are searching for. There are also racks along the north wall just past the AV shelving, for pictures, posters, maps, and oversize kits housed in large plastic bags.
  3. EMC REFERENCE: The EMC Reference collection is shelved in a straight line down the very middle of the EMC, and is kept in LC call number order. None of these items circulate, but they may be taken to different parts of the library, so watch for the "EMC" preface.
  4. JUVENILE: The Juvenile Literature, or picture book, collection is shelved further down from the Reference books, down toward the windows. These books are shelved in alphabetical order according to the author's last name, and then by title. The label gives only the first 2 letters of the author's last name, or in some cases the first 2 letters of the title. ALWAYS CHECK the label, to make sure you are using the author's name, not the illustrator's, and to know if a specific item is to be shelved according to the title alone.
  5. FICTION: Just past the Juvenile section, still under the windows but moving toward the Elmwood side of the building, is the General Fiction collection. Like the Juvenile books, these books are shelved in alphabetical order by author's last name and then by title, and the label gives only the first 2 letters of the author's last name, or in some cases the first 2 letters of the title. As with the JUVENILE books, ALWAYS CHECK the label in case the book is one to be shelved by title rather than author. When searching for items in either the Juvenile or General Fiction sections, it is wise to search both collections.

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6. NONFICTION: Continuing toward Elmwood past the General Fiction section is the Nonfiction Section. These books have all been assigned Dewey Decimal call numbers, a system you probably encountered in high school and still see in most public libraries. This system works first in numerical order, and then a combination of alphabetical and numerical. This is the only area in this library that uses the Dewey Decimal system.
  7. TEXTBOOKS: Moving back toward the microforms from the Nonfiction section are the Textbooks. These are examples of the kinds of textbooks that are available for use in primary and secondary schools. The books have all been assigned LC call numbers, with suffixes indicating grade, teacher's edition or student edition, etc., and with TEXTBOOK on the call number label.
  8. TEACHING IDEAS: These are books specifically chosen and set aside for their value as special reference sources for teachers. The items have been assigned LC call numbers, with TEACHING IDEAS on the call number label. These books are shelved at the very beginning of the Textbook area.
- C. There are other various small collections, like pictures, maps, posters, etc.. You will probably pass these collections when looking for other materials; take a few minutes whenever you see a new collection to familiarize yourselves with the type of material included, how the items are organized, and how they are labeled.
- D. If you need help in searching for EMC items, you can ask the personnel at the EMC Service Desk for assistance.
- E. Instructions for organizing a shelving truck for the EMC are included in Section Six of this manual. Follow these instructions carefully.

SECTION NINETEEN -- HOUSECLEANING DUTIES

- A. Another assignment indicated on the "less than one hour" portion of the Job Assignment Priority List is straightening newspapers. To perform this duty, you simply go over to the newspaper bins and straighten the piles of newspapers underneath the bins on the shelves. You are not necessarily shelfreading the newspapers, although, if you have sufficient time this is certainly permissible. The primary intent of this assignment, however, is to simply keep the newspaper shelves looking neat. If there are any newspapers left lying loose on surround tables, you should reshelve these also.
- B. The final assignment indicated on the "less than one hour" portion of the Job Assignment Priority List is dusting the newspaper shelves. This means precisely what it says: take a dust cloth and dust the shelves, lifting the newspaper bins and the newspapers themselves to dust the shelves underneath and then replacing the papers, and lifting each pile of current periodicals to dust the shelves underneath those. You may leave a note pinned on the Assignment Board telling other workers where you stopped, so someone can proceed with the rest of the assignment. This, however, is not a top priority assignment; for the most part, it can be left for weekends or late evenings when everything else in the Stacks Management areas has been completed or requires more time than you have left. If I feel that some dusting or actual washing of the shelves in these areas is necessary, I will post it as a Special Assignment or an Additional Project, and will include

full instructions as part of the notice.

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SECTION TWENTY -- PHOTOCOPIERS

- A. You may occasionally be called upon to help with certain photocopier duties.
- B. RESTOCKING PAPER
1. If you haven't done this before, have one of the Circulation staff, show you how.
  2. Take one of the flat-shelved trucks and fill it with 4-6 reams of paper, from the boxes in the Photocopy supply section just next to the break room.
  3. Get the copier keys from the key box in Circulation; ask a staff person for help if necessary. The square key opens the side door where the paper trays are located; extra paper is stored beneath the paper trays.
  4. Go to each copier. There should be two reams of 8 1/2" x 11" paper and one ream of 8 1/2" x 14" in the copiers at all times. They should be positioned so that the arrow on the side label points upwards. Relock the door when finished.
- C. TONER
1. DON'T ATTEMPT TO ADD TONER IF YOU HAVE NOT BEEN TRAINED TO DO IT.
  2. If toner needs to be added, because copies are light or the machine has run completely out of ink, and you have not been trained how to add toner, notify the Circulation staff.
  3. If toner needs to be added and you have been trained to do it, toner supplies are in the copiers near the paper. There should always be four toner bottles in each copier. If there aren't, let a Circulation staff person know.
  4. The same key that unlocks the side door, unlocks the toner lid, located to the right of the copier lid. Inside, another lid opens vertically, revealing a dip stick.
    - a. Pull down the flat covering the toner spout.
    - b. Push the spout as far upwards as it will go.
    - c. Remove the cap and insert the dip stick (similar to checking the oil in your car).
    - d. If it registers less than an inch on the dipstick, then toner must be added.
  5. PLEASE READ THESE NOTES BEFORE ADDING TONER.
    - a. DO NOT ATTEMPT TO ADD TONER IF YOU HAVE NOT BEEN TRAINED. See above for instructions on who to notify about a machine that needs toner added.
    - b. The only way the machine knows that it needs toner is by an optic eye which evaluates a black patch on the drum inside the machine.
    - c. The level of toner in the toner hopper is not monitored.
    - d. The machine can be 'fooled' if the optic eye is dirty. The optic eye may be black with ink and thus think it has plenty of toner when actually the copies are light. If the optic eye is white with paper dust then it may think it needs toner when it really does not. Therefore, THE DIPSTICK MUST BE USED TO CHECK THE LEVEL IN THE TONER HOPPER TO DETERMINE IF THE MACHINE ACTUALLY DOES NEED TONER.
    - e. If the dipstick is white, add one bottle of toner.
    - f. If the dipstick has some ink, do not add toner.

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- g. NEVER ADD MORE THAN THREE BOTTLES
- h. To add toner:
  - 1. Tighten the cap on the bottle, squeeze any clumps, and then shake it up gently until ink feels loose.
  - 2. Lift the neck on the machine and take off the plastic cap.
  - 3. Take the cap off the ink bottle, keep the bottle upright, and lower it into the machine.
  - 4. Lean the top of the bottle on the neck of the toner hopper and tip the bottle slowly into the neck.
  - 5. DO NOT SQUEEZE THE BOTTLE. Twist it slowly from side to side to get all the ink out.
  - 6. Lightly tap the bottom of the bottle once, then pull it out of the neck on the machine. Replace the caps.
  - 7. Toner bottles are not recyclable.
- i. Toner is not carcinogenic. However, it is very messy and will stain your clothes if heat from your hand or another source sets the ink. Brush dry ink off your clothes with cloth, or soak clothes in Tide and cold water.

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SECTION TWENTY-ONE -- SELF-TRAINING GUIDES

- A. It is not always possible for me to personally train and approve each and every student working in my subunit, so I have established some self-training guides for the Daily Duties and some of the other Stacks Management responsibilities.
- B. If I am available for consultation, but am not able to leave my desk long enough to give you a real training session on a specific task, I will probably assign you a Self-Training Guide to whichever Daily Duty is top priority among the uncompleted tasks, or, if all the Dailies are done, to whichever other task is most immediate.
- C. If I am not available to give you an assignment, and all the Daily Duties for which you have already been trained have been done for the day, you can take the Self-Training Guide for whichever uncompleted task is highest on the priority list.
  - 1. First, check the Daily Duties Chart. If there are any tasks on the Board with do not have any notations in the appropriate box to show that they have not been completed, choose the first one on the list.
  - 2. If the Dailies have all been completed, check the Job Assignment Priority List, and select a task from this list to work on.
  - 3. Read or review the section on this task in the Student Employee Manual.
  - 4. The Self-Training guides are located in several large plastic bins on the shelves of the Stacks Management counter. Each bin is labeled according to the Guides it contains. Find the guide for the task you have selected.
  - 5. Write your name and the date at the top of the Guide. Then, follow all the instructions given. You will be told what 'tools' you will need to accomplish this task, and then there will be step-by-step instructions. There will be questions for you to answer, to show that you have understood the instructions and have done the task properly.
  - 6. If the task you have selected is a Daily Duty, remember to sign your initials and the date in the appropriate box on the Daily Duties Chart.
  - 7. Remember to fill in the Activity Log properly.
  - 8. There is space provided at the end of each Guide for any questions or comments you may have.
  - 9. Once you have completed the Self-Training Guide, leave it face down in the appropriately labeled basket. I will double-check it, and make sure any questions you have about the task will be answered.