

Maintaining the Serials Collection

NOTE: The general order for maintaining (reshelving) the Serials Collection is as follows:

- 1) Pick Up Serials
- 2) Place Serials in Order
- 3) Count the Serials
- 4) Record the Counts
- 5) Reshelve the Serials

Each of these actions is explained in the sections that follow.

These can be done as a single task, if time permits, or as separate tasks.

Picking Up Serials

1. Walk around with a book truck, and pick up all bound magazines / journals, loose magazines / journals, New Browsing magazines, newspapers, and microforms / microfilms from the study tables and study carrels in the entire public area. If you need more than one book truck, feel free to use more.
2. Bring the New Browsing titles back to the Display and place them where they go ASAP. These do not have to be counted [See Counting Them section].
3. Bring the book truck with the rest of the items on it to the work area to the left of the large office window.

Placing Them in Order

1. Separate bound magazines / journals, loose magazines / journals, newspapers, and microforms / microfilms.
2. Arrange the newspapers in alphabetical order by title, and place them in one spot on the truck(s).
3. Arrange loose magazines / journals in numerical order, based on their Dewey call number. **NOTE:** With Dewey numbers, remember to use the “nothing comes before something rule.” For example, a number like 150.001 would be placed before 150.012 (based on the 0 versus the 1 in the hundredth place); while 321 would come before 321.1 (you would read 321 as 321.0, and compare it to 321.1; and 648.126 comes before 648.1269. Place all these loose magazines / journals in one spot on the truck(s). If call numbers have letters in them, as in 610.5 Am35j, remember that letters come before numbers, so 610.5 Am35j would come before 610.5024.
4. Arrange the bound magazines / journals in numerical order based on their Dewey call number. Place all these in one spot on the book truck(s).
5. Place all the microforms / microfilms in one spot on the truck(s).

NOTE: You will find this job is easier if you place the newspapers, loose magazines / journals, and microforms / microfilms on one truck, and all the loose bound magazines / journals on another truck

Counting Them

1. Neatly write the title and call number for item, in list format, on a piece of paper..
2. At the end of your count, place the list in Danny Gorr's In Box. He will record this information into a file so that we can keep a count of how often each print journal is being used.
4. Count the number of microfilm reels and microcard packets, and record this number on the Form. Circle the numbers as you record them.
5. If you finish your counts, but do not have time to shelve the items, place a "Counted and Ready to be Shelved" sign on the book truck(s). These signs can be found in the supply box on the service counter.

Shelving Them

NOTE: Never put anything on a shelf anywhere, under any circumstances, unless you find the exact call number and title on a shelf label. There are no exceptions to this rule. If you run across an item that does not match with an exact call number on a shelf label, ask Sandi Chauvin what to do about this item.

1. Shelf the bound magazines / journals according to (1) Dewey call number, then (2) volume number, then (3) date. **NOTE:** Bound magazines / journals that have a white paper ring or square on the spine are to be shelved in the Compact Shelving Room. Place these on the Office Counter. They will be shelved later by a library staffer.
2. Shelf loose magazines / journals according to the same criteria as in Step 1. **NOTE:** Old loose magazines / journals whose call numbers are highlighted in yellow should be shelved with the bound magazines / journals of the same title.
3. Shelf old newspapers in the Old Newspapers area in the Serials Workroom. These are shelved in alphabetical order according to title.
4. Shelf only the most recent issue of a newspaper on the Newspaper Display Shelf.
5. Place microforms / microfilms back in the proper file cabinets. These are placed according to the following criteria (1) alphabetical order according to title, and then (2) volume number or date.
6. If you begin reshelving and have to stop before you finish, place a "Counted and Ready to be Shelved" sign on the book truck(s). These signs can be found in the supply box on the service counter.

Reading Shelves

Reading shelves simply means going along the shelves and checking each call number and item to make sure that each item is in the correct location. At the same time one is reading shelves and returning items to their correct place, he or she should straighten periodicals.

General Information

You will be assigned a shelf area for maintenance.

1. When you begin shelf reading, fill in a Shelf Reading Form with the date and the call number you are beginning with. Initialize this entry.
2. When you are finished reading the shelves, record the last call number you checked on the Shelf Reading Form.
3. Bring the Shelf Reading Form to Sandi Chauvin, who will make copies. These copies will be kept by Sandi Chauvin, Danny Gorr, and Tony Fonseca, so we will have a record of which shelves have been read and by whom.

Reading Bound Magazines / Journals

NOTE: Although these steps are numbered 1 through 5, you will actually be performing them simultaneously.

1. Check the volumes with the call number and title on the shelf label to be sure there are no volumes with a different call number or title. If you find a volume in a spot where it does not belong, move it to its proper location.
2. Check that the volume numbers, months, and years are in sequential / chronological order. If you find a volume in a spot where it does not belong, move it to its proper location.
3. Check that volumes are standing up straight and are in an even row at the edge of the shelf. Move everything to the edge if necessary.
4. Look on the top and bottom shelves for misplaced volumes. If you find a volume in a spot where it does not belong, move it to its proper location.
5. If you find a volume for which there is no shelf label, bring it to Sandi Chauvin, or another staff member.

Reading Current Magazines / Journals

NOTE: Although these steps are numbered, you will actually be performing them simultaneously.

1. Check each issue against the call number and title on the shelf label. If you find an issue in a spot where it does not belong, move it to its proper location.
2. If you find an issue for which there is no shelf label, bring it to Sandi Chauvin, or another staff member.