

S T A F F   M A N U A L



STAFF MANUAL



## GENERAL INSTRUCTIONS FOR STUDENT ASSISTANTS

Remember at all times that you represent the library.  
Be neat. Be courteous, no matter how stupid a question may seem, or how troublesome a request. Be patient.  
Be accurate.

Be considerate of others, not only of those who come to the desk, but of those with whom you work. Remember that carelessness on your part may cause trouble for others; that if you are late for work someone else may be seriously inconvenienced.

Be alert. If you have nothing to do while you are on duty at the desk, look to see if there is not something which you can do, such as gathering up periodicals and reference books from the tables, unfinished jobs at the desk, etc. Don't forget that business comes first. If someone wants a reserve book, or wants to ask a question, she must be served; she must not be kept waiting while you talk to your friends.

Do not try to answer questions as to where to find material on a subject or any other question, unless you are quite sure of the answer. Always find Miss Newhall, Miss Saunders or Mrs. Parks and ask them, or send the girl to them. If you can not find any member of the library staff, ask the girl or the Faculty member to come back later.



## GENERAL INFORMATION

1. Dictionaries and the newest large atlas are on the tables.
- 2/ Back numbers of magazines are, if unbound:
  - a) ~~back of the magazine rack~~
  - b) ~~" " " exhibit case~~
  - c) in the Magazine Cupboard
3. B as a class number stands for BIOGRAPHY : in the ~~new~~ tall bookcase in front of the Fiction section and in the section of the stacks marked ~~970~~ 970
4. Poetry Indexes, Short Story Indexes, etc., are on the bottom shelf to the right of the desk.

## INFORMATION ABOUT AUTHORS

1. Author reference books are on the bottom shelf on the left of the desk (2 d section from the main door)
2. Current Biography: above the books in 1); 1941 issues on top shelf of desk, right-hand side.
3. Encyclopedias.
4. Readers Guide: on table by window near the magazine rack.



## CIRCULATION ROUTINE

### Two- WEEK BOOKS

1. Remove card from pocket and see that the person taking out the book signs it.
2. Stamp the date due slip in the back of the book while the card is being signed/ Stamp the book card and put it temporarily in front of the author file. *or book card*
3. ~~As date slips are made, file these behind the appropriate date card. File the book card by author behind the appropriate alphabetical guide card.~~

Note: Many books will have date ~~due~~ slips in the pocket with the card. Remove these with the card, and file slip and card as above.

4. ~~Date slips are not necessary to file for books taken out by Faculty members. Leave in the book pocket. File the cards in Faculty box as instructed.~~ *in Author file.*

### RESERVE BOOKS

1. Remove book card from pocket and see that it is signed as above.
- # 2. Mark with pencil tally on the reserve book circulation chart under the appropriate class (i.e., Mythology, Economics, History, etc.)
3. File the book card behind the appropriate guided card (by author) in the Reserve Book file.
4. Overnight books :
  - a) May go out from 9:30-10:00 P.M., due back 8:30 A.M.  
(Sat. noon " 11:00-12:00 " " Sun.eve. 7:30)
  - b) Put pink Overnight slip in pocket when book goes out.
  - c) Count and mark with pencil tally as above (2) below line drawn under day's circulation.
  - d) Overnight books may be signed up in advance on slips filed in special box. File overnight reserve cards here as they go out.

# Not to be done for reserve books taken out by Faculty members.



## ROUTINE FOR DISCHARGING BOOKS

1. Look at the date in the back of the book (if a 2-week book) to see whether it is late.
2. If the book is late, compute the penalty by subtracting the date due from the date returned; the penalty for prep. students and day students is \$.05 a day (\$.04 for cash payment); for college boarders 1 demerit a day (record the latter on slip in corner of blotter).
3. If the girl has not paid her fine or waited to find out the penalty, make out a fine slip, and file in the cash box. Make out a form slip (in box on right in top drawer) for amount of fine or demerits and send to girl in housemail.
4. If book is not late, omit 2 and 3 above. Find book card by looking in alphabetical author file, date slip or buff card in date due file. Put cards in pocket and book on truck. Be sure that the accession number on the card checks with that on the pocket.
5. If a number of books come in at one time, check the dates on all of them quickly and put to one side those which are late. If a lot of books have come in at once, check the date as you put the book on the truck to be sure that you have not missed an overdue book.



## SPECIAL INFORMATION ABOUT RESERVE CARDS

1. Cards from Music History reserve books are not to be thrown away: when they are full, put them in the envelope in the drawer marked: Mr. Riggs, Music History cards.
2. In making out new reserve book cards:
  - a) Please use ink
  - b) " print
  - c) Put "cd. 2" (or 3,4, etc.) if card is to replace a full book card



# FINES & LIBRARY REGULATIONS REGARDING LENGTH OF LOAN

1. <sup>Two</sup> Week books may be kept out for <sup>two</sup> one week<sup>at</sup> a time. They may be renewed for another week if there is not a demand for them. A fine of five cents a day is charged for books which are overdue. Fines paid when a book is returned (not charged) are discounted 20% (e.g., .01 from a .05 fine  
.05 " ".25 ")
2. Reserve books must be used in the library during the day, except by special permission from Miss Newhall, Miss Saunders or ~~Mrs. Parks~~. They may be taken out for overnight use at 9:30 P.M., but they are to be brought back by 8:30 the next morning. A charge of \$.25<sup>a</sup> day is made for each late reserve book. (cf. 1. above regarding discounts)
3. Special permission to exempt a person from paying a fine can be given only by Miss Newhall, Miss Saunders or ~~Mrs. Parks~~.

\* for the first day .05 for each day thereafter

The above is now true only  
for day students & prep girls.  
College boarders receive  
1 discount a day (see slip in left  
hand corner of desk books) 5c  
day for late reserve books.

## BOOK WEEK

NOV. 13-19, 1949



## MAKE FRIENDS WITH BOOKS

PUZZLE—If you put common words in the right places, this rhyme will make sense:

"Every lady in this land  
"Has twenty nails upon each hand  
"Five and twenty on hands and feet  
"And this is true without deceit

### RIDDLE—

With words unnumbered I abound  
In me mankind takes great delight  
In me great store of learning is found  
Yet I can neither read nor write  
Answer: A book

### CHILDREN'S BOOK COUNCIL

62 West 45th Street  
New York 19, N. Y.



## SHELVING

1. Shelf reserve books promptly: if possible, as soon as they come in. This is important, because they be wanted again right away.
2. Be sure that the right card is in the book before you put it away. This applies to reserve books and week books alike. Check the accession number (in the upper right-hand corner of the book card and the book pocket) each time.
3. Put the week books on the truck, arranging them by class number, the 100's to the left, and the Fiction to the right, so that you can work from right to left in shelving. This order need not go from shelf to shelf of the truck, but may be started over with each shelf (of the truck). This is really a simpler and quicker way of doing.
4. Shelf the books as you come to the stacks, the Fiction first, Biography (up to Ja), Short Stories etc. As you shelf, verify the accession number of each book to catch any mistakes that may have been made in carding. Leave the books which you have shelved slightly pulled out, that they may be checked for correct shelving. After a week or so, this may no longer be necessary; Miss Newhall will tell you when you have graduated from this preliminary step.
5. Books with green cards go in the Recreational Reading Room. Put these aside to be carried in there after you have finished with the rest of the shelving.
6. Put aside books which need mending or which have full book cards. (Full book cards should not be put in the pockets, but in the books so that the top of the card projects.) Put these books in the workroom on the table. Put the books which need only a new card on the table by the typewriter. These new cards should be typed right after shelving if time allows, and the books then shelved.



# MAIL

1. Open all periodicals. Put aside behind book display rack all other mail, including anything about which you are dubious.
2. Stamp all periodicals with ownership stamp on the front cover and on the top of any page inside. (Be careful not to stamp on a picture or any part of one.)
3. Check the periodicals in the Kardex file. If there are two copies of any one issue of a periodical, put two checks without a comma between, or one check above the other. If there are two different issues of a periodical to be entered in the same space (e. Vogue comes out on the 1st and 15th of each month) put a check for each issue with a comma between.
4. Put the periodicals in place on the rack, being sure that they are arranged in alphabetical order. When you put out a new issue of the magazine, remove the one already on the rack and file it on top of other issues of the same magazine in the correct place behind the magazine rack or the exhibit case.

## 5. Newspapers.

1. Top stick: Weekly sections  
 N.Y. Her. Trib. Bk. Section  
 N.Y. Times mag. section  
 " " Book "  
 Nashville Tenn. Sun. mag.  
 C.S. Mon. Sat. mag.
2. Nashville Tenn. - Mon., Tue, Wed
3. " " Thu, Fri, Sat
4. " " Sun.
5. Christian Sc. Mon. - Mon., Tue, Wed  
 Thu, Fri, Sat
6. " " "
7. N.Y. Times (Sun.)
8. New leader



## PERIODICALS

1. Periodicals do not circulate. (except for 4 below)
2. Current issues are on the magazine rack or table, except for a few which are kept on the top shelf of the desk on the right. We make the girls sign for these, as they are apt to disappear.
3. If a girl requests a back number of a periodical which has not been bound (see pamphlet on MAGAZINES for those which have or have not been), she must fill out a form (supply on desk) and give to the librarian. When the librarian has obtained the magazine from the magazine closet, she files the request form alphabetically by the name of the magazine in the Reserve file. These slips go back in the magazine when it is returned to the desk.  
*\* p-slips at present*
4. Faculty may take out magazines.

*Key to magazine closet is on desk in office.*