



Scarborough-Phillips Library Stack Maintenance Objectives & Goals

- I. Objectives
 - A. To maintain an orderly and neat collection.
 - B. To shelve books properly.
 - C. To ensure that the on-line catalog reflects the exact location of an item in the stacks.

- II. Goals
 - A. Shelving
 - i. Books are shelved within 36 hours from the time they are checked in.
 - ii. Bound and current periodicals, microform material, new books, reference material, and browsing items are shelved immediately after being in-housed.
 - B. Shelf-reading / Scanning
 - i. Open stacks, bound periodicals, reference collection, microform materials are shelf-read each semester.
 - ii. Media stacks are shelf-read weekly.
 - iii. Current periodical stacks are shelf-read once a month or as needed during periods of heavy usage.
 - iv. Reference collection is scanned weekly. Other areas are scanned as needed.
 - C. Straightening up
 - i. Open stacks, bound periodicals, reference collection, and new book shelves are straightened up as needed.
 - ii. Newspapers and current periodicals are straightened up once a day.
 - D. Shifting and adjusting in the stacks as needed.
 - E. Searching: There is a 36-hour turn-around time for items that show "on-shelf" in the system.