MODULE OVERVIEW

Module 13: Stacks Training Summative Assessment

Stacks training learning objectives:
1. Student assistants will be able to refer patron questions to appropriate personnel while working in the stacks.
2. Student assistants will be able to assist patrons and behave professionally while working in the stacks.
3. Student assistants will be able to articulate a general overview of the Library of Congress classification system and its significance to an academic library.
4. Student assistants will acknowledge that Library of Congress classification is an expected competency for the student assistant position.
5. Student assistants will be able to handle library materials according to established preservation practices.
6. Student assistants will be able to put items in order on trucks according to Library of Congress classification.
7. Student assistants will be able to efficiently navigate the library collections in order to locate and pull materials in a timely fashion.
8. Student assistants will be able to quickly locate and retrieve items and articles for inter-library loan, holds, and transfers.
9. Student assistants will be able to articulate the relationship between a journal, volume, issue, and article.
10. Student assistants will be able to locate periodicals and specific articles within them for electronic sharing.
11. Student assistants will be able to shelve CYAC books in their correct locations.
12. Student assistants will be able to support inventory initiatives by efficiently scanning barcodes.
13. Student assistants will be able to sort and group books by call letter.
14. Student assistants will be able to shelve three perfect trucks, consecutively.
15. Student assistants will be able to shelve a full truck of books accurately within 40 minutes.
16. Student assistants will be able to fill trucks with books in call number order, taken from pre-shelving.
17. Student assistants will be able to generate a barcode list of books on a truck they have built.

ESSENTIAL INFORMATION

Congrats! You’ve completed your stacks training! Let’s see what you’ve retained.

3. Complete the following demonstrative assessments with a supervisor:
   - Show a supervisor how to properly remove a book from the shelf.
   - Build a full truck in perfect LC order and create a barcode list.
- Pull a list of ten books in less than 20 minutes.
- Scan for 30 minutes, and a supervisor will record the number of books you’ve scanned later.
- Shelve a truck perfectly in under 40 minutes.

You must complete all of the above assessments before moving onto the next module.

**TRAINING GUIDE**

1. Have the student assistant complete the above activities. Be available to answer any questions during the quizzes, and be hands-on during the demonstrative activities. They must score a 100% on both quizzes before continuing onto the demonstrative exercises. Make sure you evaluate the student assistants on the demonstrative exercises to ensure that they understand how to adequately complete the prescribed tasks. Also make sure you check their work and time them when indicated.
ESSENTIAL INFORMATION

Congrats! You’ve completed your stacks training! Let’s see what you’ve retained.

3. Complete the following demonstrative assessments with a supervisor:
   - Show a supervisor how to *properly* remove a book from the shelf.
   - Build a full truck in *perfect* LC order and create a barcode list.
   - Pull a list of ten books *in less than 20 minutes*.
   - Scan for 30 minutes, and a supervisor will record the number of books you’ve scanned later.
   - Shelve a truck *perfectly* in *under 40 minutes*.

You must complete all of the above assessments before moving onto the next module.