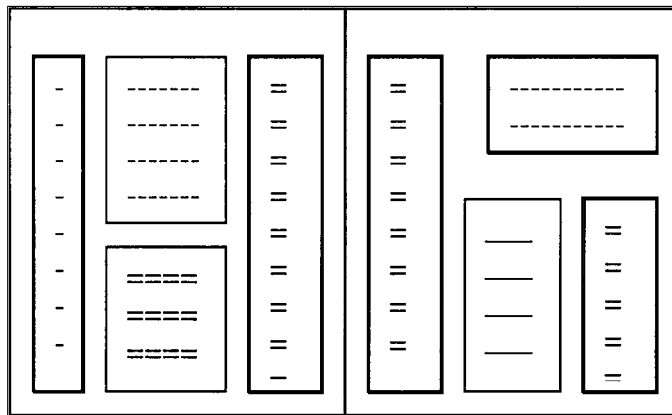


Newspaper Processing Procedures

Early Morning Papers 8:00am: Daily Herald, Deseret Morning News, NYT, SLT, WSJ

You may do the following in any order you like. Just make sure you do ALL the steps.

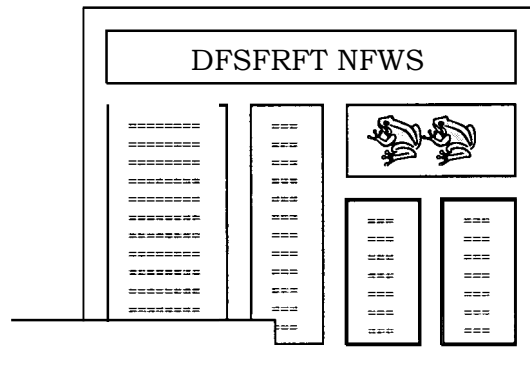
1. Count how many newspapers we received and record that day's date and number of papers on the yellow sheet on the cabinet.
2. Stamp all the papers twice (one stamp in the upper right corner and one stamp in the upper left corner) with the BYU LIBRARY stamp. (Stamps are located in the cabinet) Stamp all the papers once with the RED date stamp. (Before actually stamping, make sure that the stamp is set for the current day's date.) This should be stamped near the date on the paper
3. Put the sections of the papers in alphabetical or numerical order. They will sometimes come out of order (ex. Deseret News will sometimes come: Section A, Section D, Section C, Section E, Section B). You need to put it together so it goes alphabetically or numerically (ex. Deseret News should go: Section A, Section B, Section C, Section D, Section E). Also, if there is a Section AA, it should come after Section A and before Section B. This is the opinion section, which also contains some news articles and therefore should be kept with the national and international news section (Section A). Some special instructions are below:
 - KEEP the classifieds - people use them.
 - KEEP the TV guide - people request it.
 - KEEP Parade (We need only 1 copy, it is kept in the cabinet below the printer)
 - KEEP the comics
 - Chuck the advertisements - Make sure, though, that there aren't classifieds mixed in with them. If there are classifieds or articles, keep that section.
4. Take one of the strips of sensitized tattle tape (found in the white box labeled tattle tape) Open up one of the sections so that there is the crease in the middle (see diagram below). If it is the white one sided tape, peel off the white strip and place it in the fold of one of the sections.



5. Staple the newspaper. This is done with the black electric stapler located under the processing table in the middle on the south end. If the paper is really thick (usually Saturday and/or Sunday), DO NOT try to force it into the black stapler, this will break the stapler.

Located inside of the cabinets is a large manual stapler. Use the appropriate size (there shouldn't be sharp ends sticking out). Below are certain things to remember when stapling.

- The Parade magazine should be stapled separately and placed in the cabinet below the printer.
 - The TV guide should be stapled separately and placed in the middle of the newspaper as an insert.
6. Once you have completed the stamping, tattle taping, and stapling, take the papers out to the desk. In the middle drawer are the barcode tags that need to be attached. Find the appropriate days, put the Wall Street Journal tag with the Wall Street Journal and so forth. To attach the tag to the paper, use the clips found in the gold glass dish in the drawer. Place the newspaper in front of you (in its folded half state that it comes in) so that you can read it. Take the tag and place it long ways with the day, name, and barcode being on the left end. Line it up so that the edge by the day on the tag is right along the stapled edge or a little over the edge of the newspaper. Clip it there then put back the arms of the clip so that they lay flat. See diagram below.



7. Place the newspaper in its appropriate slot in the middle of the desk. The most recent date should be on the top of the pile. Do not cover up the other newspapers so that you cannot read their days. They should be layered with the current day's furthest to the left and the barcode end of the tag sticking out (you will be reading the days upside down).

10:00 am: Papers that arrive in the Mail

1. USA Today is tattle taped and put on the front desk.
2. Follow the above steps 1-5.
3. If there are any inserts to the newspaper, check to see if it goes in the file cabinet beneath the printer (NYT and Washington Post)
4. Many supplements are checked in serials and put on the shelves. You need to become familiar with them.
5. Put the newspaper in the appropriate folder.
6. If there is not a folder to the corresponding date of the newspaper, make a new for it.
7. Go to the file cabinet and take the Newspaper Label binder.
8. Go the page where the appropriate labels are.
9. Get a folder and put the label in the slot.
10. Put the newspaper in the folder and put it behind the last folder of the same newspaper.

11. Make sure when you are putting newspapers away, that they are getting put in the right folder. There are (2) Russian newspapers.
12. Put the newspapers in order in the folder.

Saturday Early Morning Procedures and Saturday Closing Procedures

1. To retrieve the papers on Saturday, you will need to go outside. The ramp leading down to the tunnel is located on the south side of the Wilkinson Center. Walk along the large sidewalk between the Wilkinson Center and the Library. Take a left immediately after the Twilight Zone and the ATMs. Walk down this sidewalk until you get to the bottom of the wheelchair ramp and take a right (you should now be facing west). Walk down the street and ramp in front of you. At the bottom of the ramp will find the box in a little alcove on your right.
2. Follow procedures 2 through 7 above. Although today, you have an added step with the Deseret News. In the Saturday Deseret News (it comes on Saturday mornings) we receive the Church News. Take the Church News out of OUR copy and tattle tape it and put its call number (BX 8605.1 .D45c) on it and put it out on its shelf in the stacks.
3. If there are already the Saturday and Sunday papers from last week at the desk, take off the tags (so you can use them on this week's papers) and take them (the ones from last week) back to the workroom and place them in their respective folders. If you do not know how to find the appropriate folder or create a new folder, please see the instructions for processing the mid-morning papers.
4. Saturday night: Take the previous week's newspapers and put them in their respective folders. This leaves the current Saturday newspaper.