

Orientation

NEW STUDENT ORIENTATION

- **ALARMS:** back door and front doors. How and when to set. How to disarm.
- **ARCHIVAL COLLECTIONS** in gray boxes: Poage, Hall, Dowdy, Hightower, Steelman, Editorial Cartoons, etc.
- **BARBIE MAUSOLEUM:** supply cabinet downstairs/upstairs
- **BOXES:** Keep brown boxes separate from acid-free white or manila boxes. Bankers boxes keep separate, they are not acid-free. White box lids that are not white inside are also not acid-free
- **BREAKS:** Official Baylor policy is 20 minutes for four hours worked.
- **BULLOCK ARCHIVE:** ask Bullock Archivist to explain this.
- **CIRCULATION:** Checking books in and out.
- **COLLECTION LOCATIONS:** Project 9-11, Cartoons, Platt, Guttery, Jones, JFK, Gallery, Hightower, VF, etc.
- **COLLECTIONS** being processed: Platt, Hightower, Cutler, Nichols, Mary Ferrell, Chet Edwards, Theresa Seay...
- **COLOR COPIER.** Learn to use to copy double sided and background suppress.
- **DRESS CODE:** this is not a clam bake. No flip flops, no sports shorts, halter tops or revealing clothes. Dress for success. Here come de Judge.
- **EAST POAGISTAN: PROCEDURES FOR WORKING UPSTAIRS IN PROGRESS**
- **ELEVATOR: Watch your step!**
- **FINDING AIDS:** Where? What? Why?
- **FOLDERS:** Acid free, light colors for most collections. Extra folders in siding shelves against the wall in white boxes. Old acid folders in the back on the right used for temporary labeling boxes.
- **GALLERY:** across the hall, exhibits, Hightower reception room, digital studio, web pages, scanners, Mac.
- **LOCATIONS:** Reference books, JFK books, regular books, RARE books, Gallery books, Oversize books, shelving books, Poage books, Cutler books.
- **MAIL CALL:** checking the mail in good and bad weather. Hot and cold weather.
- **MANUALS: Procedures manual, processing manual, brochures, web pages. MOST IMPORTANT!**
- **MAP CABINETS** and map closet: map closet contains extra copier and printer paper.
- **MESSAGE TO GARCIA – READ THIS AT** baylor.edu/lib/poage/bullock/message
- **PARTIES:** How much fun it is to work here?
- **READING ROOM:** glass vault project for rare items and Hightower signed editions.
- **TELEPHONE:** answering procedures - “Political Materials, May I help you?” [or Poage Library, may I help you?]
- **VERTICAL FILES** and map file cabinets: BCPM VF, Guttery VF, Hightower VF, Moffett VF, Platt VF
- **WEB TIME:** do the time, mark the time, get paid for the time.
- **WORK ROOM:** supply cabinets, phone books, food, utensils, medicine, microwave, fridge, snacks,
No food/drinks downstairs, on the MEZZ or in the processing area upstairs.

STUDENT SIGNATURE _____ DATE _____