

WEEKLY LIBRARY ACTIVITIES REPORT

YEAR: 2007	MON	TUE	WED	THU	FRI
Document Delivery Activities ⁽¹⁾					
[a.] Interlibrary loans from other libraries					
[b.] Articles through other resources					
[c.] Articles copied from own collection					
TOTAL - Document Delivery					
Complex Searches Performed ⁽²⁾					
[a.] In-person questions					
[b.] Telephone questions					
TOTAL - Complex Searches					
Presentations/Classes					
E-journals page statistics					
Library website statistics					
Door count - average daily ⁽³⁾					
<p>⁽¹⁾ Document delivery items may be listed in an order that better reflects your library services.</p> <p>⁽²⁾ Each library may decide on how to define the term "Complex Search"; some librarians have chosen to maintain a database that captures the details of complex searches.</p> <p>⁽³⁾ Each library should determine a methodology for collecting their average daily door/gate count.</p>					
<p>[Title: Library Statistics and How to Report Library Activities]</p> <p>[Application: Use these forms (weekly and monthly) to capture a representative picture of the library's activities; and to report them to senior hospital administrators.]</p>					

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<i>The National Network of Libraries of Medicine--New England Region is a program of the National Library of Medicine under contract N01-L</i>						

Medical Library

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M-6-3508.	

MONTHLY LIBRARY ACTIVITIES REPORT

YEAR: 2007	JAN	FEB	MAR	APR	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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