

## IN-LIBRARY MATERIALS USE LOG

Library \_\_\_\_\_

Date \_\_\_\_\_

Use one tally sheet for each day. Every hour on the hour collect and count the materials left for re-shelving. Enter the time at the top of the form.

Type of Material					H	O	U	R					Total
<b>Books</b>													
<b>Magazines</b>													
<b>Pamphlet Files</b>													
<b>Sound Recordings</b>													
<b>Newspapers</b>													
<b>Controlled Materials <sup>1</sup></b>													
<b>Other</b>													
<b>Totals</b>													

<sup>1</sup> Desk reserve or other materials used has to check out for in-library use.