

## Reference and Information Questions FY2009 Monthly Statistics

Please return completed form to Office of the Director, MIT Libraries, 14S-216

Desk  or Away \_\_\_\_\_ Library: \_\_\_\_\_ Month: \_\_\_\_\_

	Reference	Other
<b>In Person Questions</b> (include research consultations)	<div style="border: 1px solid black; padding: 2px;">Total:</div>	<div style="border: 1px solid black; padding: 2px;">Total:</div>
<b>Phone Questions</b>	<div style="border: 1px solid black; padding: 2px;">Total:</div>	<div style="border: 1px solid black; padding: 2px;">Total:</div>
<b>Electronic Questions</b> (also include postal mail, faxes)	<div style="border: 1px solid black; padding: 2px;">Total:</div>	<div style="border: 1px solid black; padding: 2px;">Total:</div>

*Below: Use for SAMPLE WEEK only: July 14 - 20, 2008, October 20 - 26, 2008, January 12 - 18, 2009, or March 30 - April 5, 2009.*  
 (return with Door Count and In-Lib Use forms)

	Reference	Other
<b>In Person Questions</b> (include research consultations)	<div style="border: 1px solid black; padding: 2px;">Total:</div>	<div style="border: 1px solid black; padding: 2px;">Total:</div>
<b>Phone Questions</b>	<div style="border: 1px solid black; padding: 2px;">Total:</div>	<div style="border: 1px solid black; padding: 2px;">Total:</div>
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Keep Sample Week count separate from Monthly count.