

Library Name: \_\_\_\_\_

Date Gathered: \_\_\_\_\_

Desk Name or Zone Area Name  
(Ref, Circ, Child, etc.): \_\_\_\_\_

**Instructions**

Tally the number of reference and non-reference transactions during each time period. Please refer to the 'Transaction Type Examples' sheet for more information on the difference between reference and non-reference transactions.

	Phone	In Person
<b>Morning Transactions (9:00-1:00)</b>		
Reference		
Non-Reference		
<b>Afternoon Transactions (1:00-5:00)</b>		
Reference		
Non-Reference		
<b>Evening Transactions (5:00-9:00)</b>		
Reference		
Non-Reference		