

Academic Library Reporting Form

Thank you for participating in Snapshot Day 2017! During your library's hours of operation on October 25 (or an alternate date of your choosing), please report statistics as described below.

The information compiled and shared is essential to raise awareness and provide evidence regarding library service across New Jersey. This information will be used in promotional and advocacy materials for your library, as well as for New Jersey libraries on the whole. We also strongly encourage you to gather testimonials from patrons, in written, photograph, social media and/or video form. Please upload along with this form, or share on social media using #snapshotdaynj. We understand photos and videos can be difficult, so comments from users are just as appreciated! If you are completing this form on paper, please scan and email to emily.weisenstein@mainlib.org, fax to 732-632-8535 or mail c/o Emily Weisenstein to the Madison Public Library, 39 Keep Street, Madison, NJ 07940.

1. Basic Information

- a. Name of Library: _____
- b. Date of the Snapshot Day: __ October 25 __ Other: _____
- c. Parent Institution (college or university): _____
- d. Library Location: _____
- e. Name and title of contact: _____
- f. Social media, if any, where Snapshot Day items from your library are posted:
 - i. Twitter: _____
 - ii. Instagram: _____
 - iii. Facebook: _____
 - iv. Snapchat: _____

2. Statistics (* for Snapshot Day specifically)

- a. Hours of operation on Snapshot Day: _____
 - b. Total number of people (gate count) who visited the library: _____
 - c. Circulation: Total number of items borrowed: _____
 - d. Electronic resource use, if available (can be estimated): _____
 - e. Website hits from Snapshot Day, if available: _____
 - f. Number of reference/informational questions encountered (all service desks): _____
 - g. Number of ILL/document delivery requests handled: _____
 - h. Number of tours, research appointments & consultations: _____
 - i. Number of class sessions: ____ Total library instruction attendance that day: ____
 - j. Number ____ and attendance ____ of other programs that day.
 - k. Number of Special Collections/Archives materials uses: _____
 - l. Number of computers available on that day for public/student use: _____
3. Best picture for the day, if any (attach via email)
 4. Patron Testimonials/Comments (type on following page or email as attachment(s)):

