

# Daily Reference Tally Sheet

Date: \_\_\_\_\_
Daily Reference Tally Sheet
Day: M T W Th F S
Semester: Fall Int Spr Sum

Hours	Reference (1)	Non-Ref assistance (2)	Collection Development Weeds/Needs	Interesting Questions/Assignments
8:30-9 AM				
9-10 AM				
10-11 AM				
11-12 PM				
12-1 PM				
1-2 PM				
2-3 PM				
3-4 PM				
4-5 PM				
5-6 PM				
6-7 PM				
7-8 PM				
8-9 PM				
9-10 PM				
Totals				

(1) Each tally represents a student contact; for lengthy contacts, each tally equals 5 minutes.  
(2) Assistance with photocopyers, GoPrint, word processing, directional and general questions, etc...