

Library Monthly Report

Institution:	Month:	Year:
Report Prepared By:		

Inmates coming to the library this month		
Number of hours of operation this month		
Books circulated		
Periodical usage		
A/V usage		
Reference (questions & CD-ROM program usage)		
Interlibrary loan requests		
Total amount of materials/interactions		
Per capita use (number of materials used divided by inmate population)		
Institution population at time of report		
Ratio of inmates to total population		
Total items in general library		
Items added new this month		
Items removed this month		
New total items in general library this month		
Number of boxes of books donated to the library, or number of books donated to the library		

Key:

- A/V = Audiovisual including, but not limited to:
- BOT = Books on Tape
- CDs = Compact Disks
- VHS = Videotapes
- DVD = Digital video Discs
- Cassettes = Cassette tapes (music and/or talking)

Boxes Books

Notes: