

UNIVERSITY OF IOWA
Collections Assistant Monthly Report

Date:
To:
From:
Re: Collections Assistant monthly report

Clippings classified: # linear feet

Publications: #

RS Photo Processing:

Negatives: B & W _____ Color _____ Total _____
Prints: B & W _____ Color _____ Total _____
Transparencies: _____ Slides _____

Preservation

Items sent out:

Items returned:

Date out	Title	Call number	Date returned
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Total items out::

Accessions

Manuscripts: accessions / linear feet
University Archives: accessions / linear feet
Other: accessions / linear feet
Total: accessions/ linear feet

Accession number	Collection number	Creator	Coll title	Date rec'd	Lin ft
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Reference:

Hours on desk: # ()
Email: ()
Mail: ()
Phone: ()
Scan requests:

Library contacts

Technical Services problem solving contacts:
Binding unit problem solving calls:
Items sent to be catalogued:
Items sent to be transferred:

Finding aid retro-conversions:

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Other statistics

Letters generated by accessions:
Deeds of Gifts:

Other projects

Sample Statistics Reports

Totals To-Date

Cumulative Figures				
Fiscal Year	Year End	'07/08	'08/09	'09/10
	06/07			
Archives & Special Collections	(based on 2007 survey)			
Reference Questions		751	412	0
Electronic Reference Questions		428	288	0
Total Reference Questions		1179	700	0
Titles/Volumes Cataloged		1782	1277	0
Volumes To Date		1,782	3,059	3,059
Additions (In Linear Feet)		742.35	618.4	0
Total Linear To Date		36,283.49	37,025.84	37,644.24
Additions to Multimedia Collections				
Graphic Materials (prints, pictures, photographs, postcards, slides, transparencies, film strips)		0	0	0
Audio Materials (cassettes, phonodiscs, CDs, reel-to-reel tapes)		0	0	0
Film and Video Materials (motion pictures, video cassettes, laser discs)		0	0	0
ILL Request Filled		312	205	0
ILL Request Not Filled		118	62	0
Total ILL Requests		430	267	0
Photocopy Orders		251	-	-
Photo Orders		77	57	-
Gate Count		1,433	-	-