

**MORRIS SWETT TECHNICAL LIBRARY,
SUMMARY OF WEEKLY EVENTS**

Summary of Library Events for Week of:			
	ROOM 16		ROOM 19W
1. Public Service Operations:	Class. Vault	Front Circ.	
a. Patron Attendance:			
b. Materials Circulated:			
c. Interlibrary Loan:	_____	_____	
d. Report Procurement	_____		
e. Computer Time (In Hrs)			
f. Reference Questions:			
2. Technical Operations:			
a. Cataloging		_____	
b. Filing (All: BK, CD, DOC, CORR, PR/POs)			
c. Documents (Sel, ord, Ch, w/dwn)			
d. Correspondence (drafted, prep)			
	Shred Bags: _____		Gifts Proc: _____
3. Administrative Actions			
Action Title	Action Status/Date	Action Officer	
a.			
b.			
c.			
d.			
4. MSTL PUBLICITY:			
5. MSTL PERSONNEL:			
a. Leave Status For Week:			
b. Miscellaneous:			

Filed By: Librarian,
MSTL, Ofc of Secty
USAFAS