SNAPSHOT DAY ACTIVITY	TALLY COUNT
Patron Visits/Door Count (How many patrons visited your library? This number would include everyone who walks through the door - students, teachers, parents, etc.)	
Visiting Classes (How many classes visited the library?)	
Visiting Students [CLASS ACTIVITY] (How many students visited the library independent of their class? Include students that came in for a class-related reason, in and outside of school hours, during lunch, etc.)	
Visiting Students [NON-CLASS ACTIVITY] (How many students visited the library independent of their class? Include students that came in for personal reading, check-out, book clubs, lunch, etc., in and outside of school hours)	
Circulation (How many items were checked out? Please include all materials in this number)	
Collaboration (How many faculty supported activities and collaborative efforts occurred? e.g. Reference, general course design, information literacy design for classroom assignments, team teaching, requests for resources, etc.)	
Internet/Computer Use (How many patrons used a computer or accessed the internet?)	
Reference Questions (How many reference questions did you receive? Please include questions received through all forms - in person, email, phone, etc.)	
Database Usage (How many times was a database accessed? Please combine data on internal and external access.)	

Number of Website Hits (How many hits did the library's website receive?)	
Hours Open (How many hours was the library open? Include before/after school if applicable.)	
Hours Open with Librarian (How many hours was the library open and staffed by a certified librarian? Include before/after school if applicable.)	
Meetings (How many meetings were held by outside groups? e.g. non-library staff)	
People Attending Meetings (How many people attended these meetings?)	
Computer/Technology Assistance [1-on-1 ASSISTANCE] (How many people were given instruction or assistance with technology/computers?)	
Computer/Technology Assistance [CLASSROOM SETTING] (How many people were given instruction or assistance with technology/computers?)	
Instruction Assistance [1-on-1 ASSISTANCE] (How many people were served by instruction? e.g. Curriculum support and general instruction.)	
Instruction Assistance [CLASSROOM SETTING] (How many people were served by instruction? e.g. Curriculum support and general instruction; Inside or outside the library.)	