Staff Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of Week: \_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2nd Floor** | #1 | #2 | #3 | #4 | #5 | #6 |
| Profile |  |  |  |  |  |  |
| Male estimated 13-17 |  |  |  |  |  |  |
| Male estimated 18-30 |  |  |  |  |  |  |
| Male estimated 31-45 |  |  |  |  |  |  |
| Male estimated over 45 |  |  |  |  |  |  |
| Female estimated 13-17 |  |  |  |  |  |  |
| Female estimated 18-30 |  |  |  |  |  |  |
| Female estimated 31-45 |  |  |  |  |  |  |
| Female estimated over 45 |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |
| Reading Room |  |  |  |  |  |  |
| Book Stacks & Reference |  |  |  |  |  |  |
| New Books |  |  |  |  |  |  |
| North Tables and chairs |  |  |  |  |  |  |
| Middle Tables and chairs |  |  |  |  |  |  |
| South Tables and chairs |  |  |  |  |  |  |
| Study Rooms |  |  |  |  |  |  |
| Local History |  |  |  |  |  |  |
| Teen Area |  |  |  |  |  |  |
| Microfilm / Copier / Fax |  |  |  |  |  |  |
| Reference Desk Area |  |  |  |  |  |  |
| Computers |  |  |  |  |  |  |
| OPAC Computers |  |  |  |  |  |  |
| Activities |  |  |  |  |  |  |
| Reading / Writing |  |  |  |  |  |  |
| Physically searching |  |  |  |  |  |  |
| Reference staff interaction |  |  |  |  |  |  |
| Using laptop /tablet |  |  |  |  |  |  |
| Using library computer |  |  |  |  |  |  |
| Using other library technology (e.g. copier, microfilm, etc.) |  |  |  |  |  |  |
| Using phone |  |  |  |  |  |  |
| Talking in a pair or group |  |  |  |  |  |  |
| Studying in a pair or group |  |  |  |  |  |  |
| Watching/sitting or standing |  |  |  |  |  |  |
| With children |  |  |  |  |  |  |
| Other activities (list below with patron ID) |  |  |  |  |  |  |

Staff Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of Week: \_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1st Floor** | **#1** | **#2** | **#3** | **#4** | **#5** | **#6** |
| Profile |  |  |  |  |  |  |
| Male estimated 13-17 |  |  |  |  |  |  |
| Male estimated 18-30 |  |  |  |  |  |  |
| Male estimated 31-45 |  |  |  |  |  |  |
| Male estimated over 45 |  |  |  |  |  |  |
| Female estimated 13-17 |  |  |  |  |  |  |
| Female estimated 18-30 |  |  |  |  |  |  |
| Female estimated 31-45 |  |  |  |  |  |  |
| Female estimated over 45 |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |
| Audio Visual |  |  |  |  |  |  |
| Book Stacks |  |  |  |  |  |  |
| New Books |  |  |  |  |  |  |
| North Tables and chairs |  |  |  |  |  |  |
| Middle Tables and chairs |  |  |  |  |  |  |
| South Tables and chairs |  |  |  |  |  |  |
| Circulation Desk Area |  |  |  |  |  |  |
| Computers |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Activities |  |  |  |  |  |  |
| Reading / Writing |  |  |  |  |  |  |
| Physically searching |  |  |  |  |  |  |
| Circulation staff interaction |  |  |  |  |  |  |
| Checking out or returning items |  |  |  |  |  |  |
| Using laptop / tablet |  |  |  |  |  |  |
| Using library computer |  |  |  |  |  |  |
| Using other library technology (e.g. copier, microfilm, etc.) |  |  |  |  |  |  |
| Using phone |  |  |  |  |  |  |
| Talking in a pair or group |  |  |  |  |  |  |
| Studying in a pair or group |  |  |  |  |  |  |
| Watching/sitting or standing |  |  |  |  |  |  |
| With Children |  |  |  |  |  |  |
| Other undefined activities (list below with patron ID) |  |  |  |  |  |  |

Staff Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of Week: \_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Youth Services** | #1 | #2 | #3 | #4 | #5 | #6 |
| Profile |  |  |  |  |  |  |
| Male estimated 13-17 |  |  |  |  |  |  |
| Male estimated 18-30 |  |  |  |  |  |  |
| Male estimated 31-45 |  |  |  |  |  |  |
| Male estimated over 45 |  |  |  |  |  |  |
| Female estimated 13-17 |  |  |  |  |  |  |
| Female estimated 18-30 |  |  |  |  |  |  |
| Female estimated 31-45 |  |  |  |  |  |  |
| Female estimated over 45 |  |  |  |  |  |  |
| Locations |  |  |  |  |  |  |
| Audio Visual |  |  |  |  |  |  |
| Book Stacks |  |  |  |  |  |  |
| North Tables and chairs |  |  |  |  |  |  |
| Middle Tables and chairs |  |  |  |  |  |  |
| South Tables and chairs |  |  |  |  |  |  |
| Play Area |  |  |  |  |  |  |
| Computers |  |  |  |  |  |  |
| Self-check |  |  |  |  |  |  |
| Youth Services Desk Area |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Activities |  |  |  |  |  |  |
| Reading / Writing |  |  |  |  |  |  |
| Physically searching |  |  |  |  |  |  |
| YS staff interaction |  |  |  |  |  |  |
| Checking out items |  |  |  |  |  |  |
| Using laptop / tablet |  |  |  |  |  |  |
| Using library computer |  |  |  |  |  |  |
| Playing |  |  |  |  |  |  |
| Using phone (call, text, etc.) |  |  |  |  |  |  |
| Talking in a pair or group |  |  |  |  |  |  |
| Studying in a pair or group |  |  |  |  |  |  |
| Watching/sitting or standing |  |  |  |  |  |  |
| With Children |  |  |  |  |  |  |
| Other undefined activities (list below with patron ID) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |