

SD Courier Statistics Report Form

As part of the justification for expenditure of federal FSTA funds, all SD libraries that participate within the SD Library and Minitex Courier service are requested to submit this report monthly (July 1 to June 30 cumulation) to: ILL, SD State Library, 800 Governors Drive, Pierre, SD 57501-2294; Courier: SDS; FAS: (605)773-4950; phone: (605)773-3131/1-800-423-6665; e-mail: ILL@state.sd.us

Reporting Library			Date
DATE	INCOMING	OUTGOING	TOTAL INCOMING/OUTGOING
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL			
DAILY COUNT OF ITEMS COMING INTO AND GOING OUT OF THE LIBRARY VIA COURIER.			
PLEASE TOTAL INCOMING & OUTGOING SEPARATELY AND TOGETHER.			