

## 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@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			
<b>TOTAL</b>			
DAILY COUNT OF ITEMS COMING INTO AND GOING OUT OF THE LIBRARY VIA COURIER.			
	Lost or Damaged: If a book from your library is sent in good condition but comes back damaged or is lost in the courier, please record below.		

Number of Items Damaged: \_\_\_\_\_

Number of Items Lost: \_\_\_\_\_