

Appendix D

Observation Forms

© 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025

Observation Form A

Site _____

Librarian # _____

Date _____ Time _____ to _____

Activities noted during this time:

- _____ number of users
- _____ phone calls
- _____ computer problems _____
- _____ queue of users _____
- _____ missing reference materials _____
- _____ unusual circumstances _____
- _____ security problem _____
- _____ other librarian present _____
- _____ work left to be done _____
- _____ repair/maintenance work being done _____

Comments on activity level: _____

