

## **Traveling Trunk Statistics Collection Instructions**

Each time **any** (not just this year's) of the Traveling Trunks are used please record the usage information on the table provided. If another library or an agency in the community borrows the trunk, you can use the little check out statistics forms to gather the information needed for the statistics table. Ask the borrowing agency to complete the check out statistic form and return it with the trunk. You can then transfer that info to the table.

You should try to note any usage even if you only place some items from the trunk out for free play following a story time or other event. If our District does not report any statistics, we will **not** receive trunks in future years.

The statistics table should be returned to the District Office by **Friday, August 19, 2011**. I will compile all the stats and send them to Commonwealth Libraries.