Social Sciences Humanities Library Instructional Activity Report (Rev. 9/08)

Name: Example 1

Quarter (Circle one): July 1 - Sept. 30 / Oct. 1 - Dec. 31 / Jan. 1 - March 31 / April 1 - June 30

Year: 2008

		Reference			Instruction & Outreach						Status and number of participants in each						Total #	Total # hours	
Date of Event	Name of event or outreach activity (one per line)	Dir.	Ref.	Virtual	Tour	Class	Class + Tour	Virt. Inst.	Outreach	Consult	UCSD UG	UCSD Grad	UCSD Acad.	UCSD Staff	UCSD Other	Non-UCSD	participants	Prep.	Pres.
October	QuestionPoint email			23													23		
October	QuestionPoint chat			46													46		
10/3/2008	Geisel Library Tour (walk-in)				1									2			2	0	0.5
10/16/2008	RefWorks Class (co-taught)					Ø					8						8	3	1
10/25/2008	Admit Day Tabling								1		150				27		177	1.5	2
November	QuestionPoint email			36													36		
November	QuestionPoint chat			52													52		
11/5/2008	Geisel Library Tour (High School High)				1											40	40	0	1
11/16/2008	RefWorks Class					1					10	7		1			18	0	1.5
November	Reference questions (email)			15								1					1	0.25	
Totals				172	2	1			1		168	8		3	27	40	403	4.75	6
		Dir.	Ref.	Virtual	Tour	Class	Class + Tour	Virt. Inst.	Outreach	Consult	UCSD UG	UCSD Grad	UCSD Acad.	UCSD Staff	UCSD Other	Non-UCSD	Total Partic.	Hours prep.	Hours pres.

Example

Social Sciences Humanities Library Instructional Activity Report (Rev. 9/08)

Name: Example 2 **Quarter (Circle one):** **Year: 2008**

July 1 - Sept. 30 Oct. 1 - Dec. 31 Jan. 1 - March 31 April 1 - June 30

Date of Event	Name of event or outreach activity (one per line)	Reference			Instruction & Outreach						Status and number of participants in each						Total #	Total # hours	
		Dir.	Ref.	Virtual	Tour	Class	Class + Tour	Virt. Inst.	Outreach	Consult	UCSD UG	UCSD Grad	UCSD Acad.	UCSD Staff	UCSD Other	Non-UCSD	participants	Prep.	Pres.
October	reference question			20													20		
10/2/08	Psych 90 class					1					25		1				26	3	1
10/4/2008	ref consult (in person)		X																
10/15/2008	Cog Sci dept meeting								1				22				22	2	1
10/16/2008	RefWorks Class					1					7						7	3	1
10/31/2008	Cog Sci 110							1			105						105	1.5	
11/5/2008	reference question			X															
11/11/2008	RefWorks consult									1			1				1	1	0.75
11/23/2008	MMW Tours				3						36						36		1.5
Totals			1	2		2		1	1		173		24				197	10.5	5.25
		Dir.	Ref.	Virtual	Tour	Class	Class + Tour	Virt. Inst.	Outreach	Consult	UCSD UG	UCSD Grad	UCSD Acad.	UCSD Staff	UCSD Other	Non-UCSD	Total Partic.	Hours prep.	Hours pres.

Example