

Appendix 3: Archives Daily Usage Log



A voice for
Pennsylvania's Libraries

All users must complete a User Registration form before using the PaLA Archives. Each date of their visit, users must also sign this log. A copy will be retained by:
Archives Committee, c/o
Pennsylvania Library Association Headquarters
220 Cumberland Parkway, Suite 10
Mechanicsburg, PA 17055
(717) 766-7663

Daily Usage Log

Name _____

Date _____

Records used

Series/Boxes: _____

Folders/Date Ranges:

Time in / time out

Name _____

Date _____

Records used

Series/Boxes: _____

Folders/Date Ranges: _____

Time in / time out _____