



## MIDLAND PAL Referral Data Collection Form

**Usage Statistics collection form:** Please fill this form in each time you have an enquiry which involves you making or receiving a referral.

<b>Date</b>	<b>Referral (Library to which user is referred)</b>	<b>Visit (Library from which visitor was referred)</b>	<b>Comments e.g. nature of enquiry and how the user found out about the scheme</b>

Libraries participating in MIDLAND PAL are encouraged to collect referral information for evaluation purposes. These are **sample** forms which could be used to collect this information. **Collecting this data in this format is not a requirement of MIDLAND PAL but it would be very helpful if, for the first year at least, you could collect information on the number of referrals made to and from your library.**

## Suggestions / Comments Form

### Suggestions/Comments form

Which library did you use today?

**Comments**

Date and time:	Contact details	Library Stamp
Name		