

CORK 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.

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

Libraries participating in CORK 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 CORK 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:		Library Stamp
Name	Contact details	