

Historical Records Theft: Strategies for Prevention and Response

SAMPLE Research Room Log Book

Please log in and out each time you enter or leave the Research Room.
Please complete each entry legibly in blue or black ink.

Date	Time In	Time Out	Name (Printed)	Signature	Locker In	Locker Out	Staff Only
1/1/2011	8:00 AM	3:15 PM	Jane Doe	<i>Jane Doe</i>	1	1	✓ <i>Joe Smith</i>
1/1/2011	10:00 AM	12:00 PM	John Doe	<i>John Doe</i>	2	2	✓ <i>Joe Smith</i>
1/1/2011	1:00 PM	3:00 PM	John Doe	<i>John Doe</i>	2	2	✓ <i>Joe Smith</i>
1/1/2011	3:45 PM	5:00 PM	Jane Doe	<i>Jane Doe</i>	1	1	✓ <i>Joe Smith</i>
1/1/2011	4:00 PM	5:00 PM	John Public	<i>John Public</i>	4	4	✗ <i>Joe Smith</i>
	AM	AM					
	PM	PM					
	AM	AM					
	PM	PM					
	AM	AM					
	PM	PM					

