

May, 1974 - April, 1975
Yearly Statistics for Order Department

O.D.
C-2

ORDERING

| | |
|--------------------------------|------|
| Requisitions typed | 259 |
| P. O. filed | 262 |
| Order slips filed | 3975 |
| IBM cards filed | 9584 |
| Pre-cataloging searching | 4113 |
| Vertical file material ordered | 729 |

RECEIPTS

| | |
|-----------------------------------|---------|
| Invoices processed | 892 |
| Books collated | 9649 |
| Vertical file material checked in | 1534 |
| P. O. cleared | 196 |
| Order slips discharged | 10,828 |
| Order slips re-filed | 7,427 |
| IBM cards discharged | 6,491 |
| LC slips sorted | 185,580 |
| LC slips filed | 65,485 |
| Multiple forms typed | 675 |
| Credit memos | 29 |
| Books returned | 81 |

PERIODICALS & NEWSPAPERS

| | |
|------------------------|--------|
| Mag. issues checked in | 12,334 |
| Newspapers checked in | 6,133 |
| Mags. withdrawn | 4,880 |
| Claims made | 464 |
| Claims supplied | 370 |