Reader Services / 12 and 19 October 1961

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Time	Reference / table	Entry
09:42	Q-61-116 / 2	Plans returned; sleeve torn at lower edge.
10:06	Q-61-117 / 4	Directories supplied. Two volumes.
10:17	Q-61-118 / 6	N.44/6 supplied; counterfoil to follow. E.V.
10:28	Q-61-118 / 6	Request counterfoil received at desk.
10:46	Maintenance	Left shade adjusted. No lamp replaced.
11:05	Q-61-118 / 6	N.44/6 returned; wrapper retained at desk.

[Left margin, graphite: 'Enter against request time. E.V. to explain. H.B. 13/x.']
[Below entry, blue ink: 'The first time is the time at which the volume was supplied. I have not altered the second entry. E. Vale.']
Transcription note: the two entries for Q-61-118 are on separate ruled lines. No erasure is visible in the reviewed record. The margin instruction is in a different hand.

Original page order retained. No chronological correction applied.

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Time	Reference / table	Entry
13:40	Staff	E. Vale absent. Desk covered by L. Marsh.
13:56	Q-61-123 / 3	Index supplied by ordinary desk route.
14:02	Q-61-124 / 6	Service counterpart received. Sealed for review.
14:13	Q-61-124 / 6	Matching request entered. See AS/61/19.
14:31	Desk equipment	Brass tray removed to C&C receipt 43.
15:04	Q-61-125 / 2	Request received.
15:07	Q-61-125 / 2	Volume supplied by ordinary desk route.

[Foot of page: 'The repeated entry is not to be carried into Mrs Vale’s attendance or conduct record. L.M.']
[Later pencil cross-reference: 'Personnel file retains earlier memorandum. Forward certified duplicate to Records.']
Transcription note: 'service counterpart' is the term used by the clerk. It has not been replaced with 'request' or 'receipt'.

The ledger records a service order. It does not establish the cause of that order.