

# New Jersey Interlibrary Delivery System

## DECEMBER 2012

**LIBRARY NAME:** \_\_\_\_\_

**DELIVERY ID:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**This log is to be filled in by the LIBRARY's staff!!!**

\*\*\* PLEASE RECORD NUMBER OF OUTGOING PACKAGES DAILY \*\*\*

DAY OF MONTH	INITIALS OF DRIVER	ITEMS SENT
3		
4		
5		
6		
7		
S/S		
10		
11		
12		
13		
14		
S/S		
17		
18		
19		
20		
21		
S/S		
24		
25	CHRISTMAS DAY	
26		
27		
28		
S/S		
31		

**TOTALS:**

- **Make sure library's name is on the form; PLEASE TALLY TOTALS at the end of the month**
- Maintain local file of this statistics sheet for 12-months (rolling).
- **Total the delivery statistics at the end of the month and submit them online no later than the 10th of the following month** (Online Form: <http://librarylinknj.org/delivery/stats-report-form>).
- Please read the new requirements for reporting your monthly delivery statistics online at: <http://librarylinknj.org/delivery/statslog>
- **Please note any missed delivery or problem directly onto this sheet along with a call to our office.**