

New Jersey Interlibrary Delivery System

FEBRUARY 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
S/S		
1		
2		
3		
S/S		
6		
7		
8		
9		
10		
S/S		
13		
14		
15		
16		
17		
S/S		
20	<i>PRESIDENTS' DAY</i>	
21		
22		
23		
24		
S/S		
27		
28		
29		

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/content/delivery-stats-report-form>).
- Please read the new requirements for reporting your monthly delivery statistics online at: <http://librarylinknj.org/content/delivery#log>
- **Please note any missed delivery or problem directly onto this sheet along with a call to our office.**