New Jersey Interlibrary Delivery System

MARCH 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		
S/S		
5		
6		
7		
8		
9		
S/S		
12		
13		
14		
15		
16		
S/S		
19		
20		
21		
22		
23		
S/S		
26		
27		
28		
29		
30		

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.**

Phone: 732-752-7720; 866-505-LINK
Fax: 732-752-7785; 800-793-8007

LibraryLinkNJ
The New Jersey Library Cooperative

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