

# New Jersey Interlibrary Delivery System

## NOVEMBER 2011

**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		
4		
S/S		
7		
8		
9		
10		
11	VETERANS' DAY	
S/S		
14		
15		
16		
17		
18		
S/S		
21		
22		
23		
24	THANKSGIVING DAY	
25	DAY AFTER THANKSGIVING	
S/S		
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.** 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.**