

New Jersey Interlibrary Delivery System

NOVEMBER 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	<i>VETERANS' DAY OBSERVED</i>	
13		
14		
15		
16		
S/S		
19		
20		
21		
22	<i>THANKSGIVING DAY</i>	
23	<i>DAY AFTER THANKSGIVING</i>	
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/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.