

New Jersey Interlibrary Delivery System

SEPTEMBER 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 | | |
| 3 | | LABOR DAY |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| S/S | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| S/S | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| S/S | | |
| 24 | | |
| 25 | | |
| 26 | | |
| 27 | | |
| 28 | | |

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.