

New Jersey Interlibrary Delivery System

APRIL/MAY 2018

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	PACKAGES SENT
APRIL 30		
MAY 1		
2		
3		
4		
S/S		
7		
8		
9		
10		
11		
S/S		
14		
15		
16		
17		
18		
S/S		
21		
22		
23		
24		
25		
S/S		
28	MEMORIAL DAY	
29		
30		
31		

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.**



44 Stelton Road, Suite 330, Piscataway, NJ 08854 | librarylinknj.org
 TEL: 732-752-7720 | FAX: 732-752-7785

New Jersey Interlibrary Delivery System

JUNE 2018

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	PACKAGES SENT
1		
S/S		
4		
5		
6		
7		
8		
S/S		
11		
12		
13		
14		
15		
S/S		
18		
19		
20		
21		
22		
S/S		
25		
26		
27		
28		
29		
S/S		

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.**



44 Stelton Road, Suite 330, Piscataway, NJ 08854 | librarylinknj.org
 TEL: 732-752-7720 | FAX: 732-752-7785

New Jersey Interlibrary Delivery System

JULY 2018

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	PACKAGES SENT
S/S		
2		
3		
4	INDEPENDENCE DAY	
5		
6		
S/S		
9		
10		
11		
12		
13		
S/S		
16		
17		
18		
19		
20		
S/S		
23		
24		
25		
26		
27		
S/S		
30		
31		

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.**



44 Stelton Road, Suite 330, Piscataway, NJ 08854 | librarylinknj.org
 TEL: 732-752-7720 | FAX: 732-752-7785

New Jersey Interlibrary Delivery System

AUGUST 2018

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	PACKAGES SENT
1		
2		
3		
S/S		
6		
7		
8		
9		
10		
S/S		
13		
14		
15		
16		
17		
S/S		
20		
21		
22		
23		
24		
S/S		
27		
28		
29		
30		
31		

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.



44 Stelton Road, Suite 330, Piscataway, NJ 08854 | librarylinknj.org
 TEL: 732-752-7720 | FAX: 732-752-7785

New Jersey Interlibrary Delivery System

SEPTEMBER 2018

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	PACKAGES 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		
S/S		

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.



44 Stelton Road, Suite 330, Piscataway, NJ 08854 | librarylinknj.org
 TEL: 732-752-7720 | FAX: 732-752-7785

New Jersey Interlibrary Delivery System

OCTOBER 2018

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	PACKAGES SENT
1		
2		
3		
4		
5		
S/S		
8	COLUMBUS DAY	
9		
10		
11		
12		
S/S		
15		
16		
17		
18		
19		
S/S		
22		
23		
24		
25		
26		
S/S		
29		
30		
31		

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.



New Jersey Interlibrary Delivery System

NOVEMBER 2018

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	PACKAGES SENT
1		
2		
S/S		
5		
6		
7		
8		
9		
S/S		
12	VETERANS' DAY OBSERVED	
13		
14		
15		
16		
S/S		
19		
20		
21		
22	THANKSGIVING DAY	
23	DAY AFTER THANKSGIVING	
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.**

New Jersey Interlibrary Delivery System

DECEMBER 2018

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	PACKAGES SENT
S/S		
3		
4		
5		
6		
7		
S/S		
10		
11		
12		
13		
14		
S/S		
17		
18		
19		
20		
21		
S/S		
24		
25	CHRISTMAS DAY	
26		
27		
28		
S/S		
31		

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.



44 Stelton Road, Suite 330, Piscataway, NJ 08854 | librarylinknj.org
 TEL: 732-752-7720 | FAX: 732-752-7785