

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.**



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