

New Jersey Interlibrary Delivery System

**AUGUST 2019**

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		
13		
14		
15		
16		
S/S		
19		
20		
21		
22		
23		
S/S		
26		
27		
28		
29		
30		
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.



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