

New Jersey Interlibrary Delivery System

DECEMBER 2017

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	<i>CHRISTMAS DAY</i>	
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 | 866-505-LINK,
 FAX: 732-752-7785 | 800-793-8007