

New Jersey Interlibrary Delivery System

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

TOTALS:

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- 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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