

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