

New Jersey Interlibrary Delivery System

**NOVEMBER 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		
2		
3		
S/S		
6		
7		
8		
9		
10		
S/S		
13	<b>VETERANS' DAY OBSERVED</b>	
14		
15		
16		
17		
S/S		
20		
21		
22		
23	<b>THANKSGIVING DAY</b>	
24	<b>DAY AFTER THANKSGIVING</b>	
S/S		
27		
28		
29		
30		

**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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