

New Jersey Statewide Delivery – Fortnight Count

OCTOBER 2021

LIBRARY NAME: _____

DELIVERY ID: _____ CONTACT EMAIL: _____

This log is to be filled in by the LIBRARY's staff

PLEASE RECORD NUMBER OF **OUTGOING** ITEMS & PACKAGES DAILY

Example: if your site has 7 items individually packaged and addressed to 7 different libraries plus 15 additional items packaged in one box addressed to 1 library your item count would be 22 and your package count would be 8.

DAY OF MONTH	# of ITEMS SENT	# of PACKAGES SENT
18		
19		
20		
21		
22		
Weekend		
25		
26		
27		
28		
29		
TOTALS		

- Make sure library's name is on the form: PLEASE TALLY TOTALS at the end of the two-week period.
- Submit the total numbers online by Friday, November 5, 2021:
<https://librarylinknj.org/delivery/fortnight-count>
- Maintain local file of this statistics sheet for 3-months.
- This count does not replace the tally on your Monthly Delivery Log. Please continue to record your outgoing deliveries on Delivery Log and submit your statistics at the end of the month according to the normal procedure (<https://librarylinknj.org/delivery/statslog>)



2300 Stuyvesant Avenue, Trenton, NJ 08618 | librarylinknj.org
TEL: 732-752-7720 | FAX: 732-752-7785