

New Jersey Interlibrary Delivery System

DECEMBER 2021

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		
14		
15		
16		
17		
S/S		
20		
21		
22		
23		
24	CHRISTMAS DAY OBSERVED	
S/S		
27		
28		
29		
30		
31	NEW YEAR'S DAY OBSERVED	

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: <https://librarylinknj.org/delivery/stats-report-form>).
- Please read the new requirements for reporting your monthly delivery statistics online at: <https://librarylinknj.org/delivery/statslog>
- Please use the Delivery Problem Form to report problems: <https://librarylinknj.org/delivery/problem-form>



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