

New Jersey Interlibrary Delivery System

JANUARY 2020

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	NEW YEAR'S DAY OBSERVED	
2		
3		
S/S		
6		
7		
8		
9		
10		
S/S		
13		
14		
15		
16		
17		
S/S		
20	MARTIN LUTHER KING DAY	
21		
22		
23		
24		
S/S		
27		
28		
29		
30		
31		

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 note any missed delivery or problem directly onto this sheet along with a call to our office.**