New Jersey Interlibrary Delivery System

JANUARY 2024

LIBRARY NAME: _____

DELIVERY ID: _____ *CONTACT EMAIL:* _____

This log is to be filled in by the LIBRARY's staff!!!
*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
1	*NEW YEAR'S DAY*	
2		
3		
4		
5		
S/S		
8		
9		
10		
11		
12		
S/S		
15	*MARTIN LUTHER KING DAY*	
16		
17		
18		
19		
S/S		
22		
23		
24		
25		
26		
S/S		
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 use the Delivery Support Form for any issues and requests:** https://librarylinknj.org/support/delivery

FEBRUARY 2024

LIBRARY NAME: _____

DELIVERY ID: _____ CONTACT EMAIL: _____

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

*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
1		
2		
S/S		
5		
6		
7		
8		
9		
S/S		
12		
13		
14		
15		
16		
S/S		
19	*PRESIDENTS' DAY*	
20		
21		
22		
23		
S/S		
26		
27		
28		
29		

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).
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New Jersey Interlibrary Delivery System

MARCH 2024

LIBRARY NAME: _____

DELIVERY ID: _____   *CONTACT EMAIL:* _____

This log is to be filled in by the LIBRARY's staff!!!
*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> 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	*GOOD FRIDAY*	
S/S		

TOTALS: _____

- **Make sure library's name is on the form: PLEASE TALLY TOTALS at the end of the month.**
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APRIL 2024

LIBRARY NAME: _____

DELIVERY ID: _____ *CONTACT EMAIL:* _____

This log is to be filled in by the LIBRARY's staff!!!
*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
1		
2		
3		
4		
5		
S/S		
8		
9		
10		
11		
12		
S/S		
15		
16		
17		
18		
19		
S/S		
22		
23		
24		
25		
26		
S/S		
29		
30		

TOTALS: _____

- **Make sure library's name is on the form: PLEASE TALLY TOTALS at the end of the month.**
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New Jersey Interlibrary Delivery System

MAY 2024

LIBRARY NAME: _____

DELIVERY ID: _____   *CONTACT EMAIL:* _____

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

*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> 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		
S/S		
27	*MEMORIAL DAY*	
28		
29		
30		
31		

TOTALS: [   ]

- **Make sure library's name is on the form: PLEASE TALLY TOTALS at the end of the month.**
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LibraryLinkNJ
THE NEW JERSEY LIBRARY COOPERATIVE

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

JUNE 2024

LIBRARY NAME: _____

DELIVERY ID: _____ *CONTACT EMAIL:* _____

This log is to be filled in by the LIBRARY's staff!!!
*** **PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY** ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
S/S		
3		
4		
5		
6		
7		
S/S		
10		
11		
12		
13		
14		
S/S		
17		
18		
19		
20		
21		
S/S		
24		
25		
26		
27		
28		
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: https://librarylinknj.org/delivery/stats-report-form).
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JULY 2024

LIBRARY NAME: _____

DELIVERY ID: _____ *CONTACT EMAIL:* _____

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

*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
1		
2		
3		
4	*INDEPENDENCE DAY*	
5		
S/S		
8		
9		
10		
11		
12		
S/S		
15		
16		
17		
18		
19		
S/S		
22		
23		
24		
25		
26		
S/S		
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).
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AUGUST 2024

LIBRARY NAME: _____

DELIVERY ID: _____ *CONTACT EMAIL:* _____

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

*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
1		
2		
S/S		
5		
6		
7		
8		
9		
S/S		
12		
13		
14		
15		
16		
S/S		
19		
20		
21		
22		
23		
S/S		
26		
27		
28		
29		
30		
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).
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SEPTEMBER 2024

LIBRARY NAME: _____

DELIVERY ID: _____ *CONTACT EMAIL:* _____

This log is to be filled in by the LIBRARY's staff!!!
*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
S/S		
2	*LABOR DAY*	
3		
4		
5		
6		
S/S		
9		
10		
11		
12		
13		
S/S		
16		
17		
18		
19		
20		
S/S		
23		
24		
25		
26		
27		
S/S		
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).
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OCTOBER 2024

LIBRARY NAME: _____

DELIVERY ID: _____   *CONTACT EMAIL:* _____

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

*** **PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY** ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
1		
2		
3		
4		
S/S		
7		
8		
9		
10		
11		
S/S		
14	*COLUMBUS DAY*	
15		
16		
17		
18		
S/S		
21		
22		
23		
24		
25		
S/S		
28		
29		
30		
31		

TOTALS:

- **Make sure library's name is on the form: PLEASE TALLY TOTALS at the end of the month.**
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NOVEMBER 2024

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	*VETERANS' DAY*	
12		
13		
14		
15		
S/S		
18		
19		
20		
21		
22		
S/S		
25		
26		
27		
28	*THANKSGIVING DAY*	
29	*DAY AFTER THANKSGIVING*	
S/S		

TOTALS:

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DECEMBER 2024

LIBRARY NAME: _____

DELIVERY ID: _____   *CONTACT EMAIL:* _____

This log is to be filled in by the LIBRARY's staff!!!
*** PLEASE RECORD NUMBER OF <u>OUTGOING</u> PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
S/S		
2		
3		
4		
5		
6		
S/S		
9		
10		
11		
12		
13		
S/S		
16		
17		
18		
19		
20		
S/S		
23		
24		
25	*CHRISTMAS DAY*	
26		
27		
S/S		
30		
31		

TOTALS:

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