

New Jersey Interlibrary Delivery System

MARCH 2010

LIBRARY NAME: _____

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	ITEMS SENT INSIDE INFOLINK REGION	ITEMS SENT TO CJRLC, HRLC, and/or SJRLC	RECEIVED FROM DELIVERY
S/S				
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				
31				

TOTALS:

- Make sure library's name is on the form; PLEASE TALLY TOTALS at the end of the month
- Return or fax the completed form to the INFOLINK office by the 15th of the following month
- Please note any missed delivery or problem directly onto this sheet along with a call to our office

