ILLINOIS STATE LIBRARY
ILLINET INTERLIBRARY LOAN AND RECIPROCAL BORROWING
STATISTICAL SURVEY
FY2013 (July 1, 2012 – June 30, 2013)
OVERVIEW

PURPOSES

The Illinois State Library, a division of the Illinois Office of the Secretary of State, is the agency responsible for the collection, comparison, and analysis of statewide interlibrary loan and reciprocal borrowing statistical data. Annually the Illinois State Library prepares and distributes the ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey in order to collect statewide interlibrary loan and reciprocal borrowing transaction data. The data collected is compared and analyzed for use within Illinois.

Illinois citizens are uniquely advantaged in the resource sharing model created and enhanced by Illinois libraries. The infrastructure upon which this system of resource sharing has been established is called ILLINET (The Illinois Library and Information Network). ILLINET is the cooperative multitype (academic, public, school, and special) network of Illinois libraries that work toward a common goal: optimizing resource sharing through seamless boundaries in order to provide quality service to the end user. Statewide resource sharing is further enhanced via the statewide delivery infrastructure, ILDS (The Illinois Library Delivery Service) and regional library system delivery.

The monitoring of the interlibrary loan and reciprocal borrowing traffic that flows seamlessly from library to library is paramount in measuring and evaluating the: (1) number of requests initiated, filled, and unfilled; (2) methods of requesting as borrowers and lenders; (3) impact of resource sharing options [interlibrary loan and reciprocal borrowing]; (4) effectiveness of statewide delivery; (5) trends that provide directions for addressing statewide needs, initiatives, and programs; and, (6) collaborative efforts of every individual Illinois library as a proactive partner in sharing resources throughout the multitype Illinois library community.

GENERAL INFORMATION

The survey statistics should cover fiscal year 2013 (July 1, 2012 – June 30, 2013). The submission deadline is December 31, 2013.

If you have questions, then follow these guidelines:

- **USERNAME/PASSWORD:** Contact any of these Illinois State Library staff members: Becky Hunter, bhunter1@ilsos.net, 217-782-7849 or Gwen Harrison, gharrison@ilsos.net, 217-785-7334 or Robert Jones, rjones1@ilsos.net, 217-785-1168. The 800 number is 1-800-665-5576 x2.
- **CONTENT/SUBJECT MATTER:** Contact any of these Illinois State Library staff members: Gwen Harrison, gharrison@ilsos.net, 217-785-7334 or Robert Jones, rjones1@ilsos.net, 217-785-1168. The 800 number is 1-800-665-5576 x2.

- **TECHNOLOGY ISSUES:** Contact Counting Opinions at 1-800-521-4930.

GUIDELINES FOR COMPLETING THE SURVEY

Locate your Username and Password: As needed, contact the Illinois State Library for this information.

Access the survey at: http://il.countingopinions.com.

Read all the information in the LibPAS Data Input Instructions (LibPAS information) and the Survey Instructions (Illinois State Library information) before completing the survey online.

Print the survey worksheet in order to gather data and prepare a working draft by clicking on the Interlibrary Loan Worksheet.

Help is located in two sources: printed and online. Help includes definitions, information, and/or instructions. The printable version is accessible by clicking on the Survey Instructions located on the homepage. Online help is available by clicking on any question number that is underlined.

Once the working draft has been prepared, then enter responses directly into the online survey. Click the "Save" button (top and bottom left hand corner of screen) to insure your data input is saved. Click the "Next" and "Back" buttons to move through the online survey.

Select the Verify button to view and resolve:

- **Unanswered Questions**
  - **View Required Unanswered Questions**
  - **View All Unanswered Questions**

Once the survey has been verified please Submit/Lock your survey.

Print a copy of the survey for your records. Select the Print link on the orange navigation bar and your form will open in Adobe, the form can then be saved or printed. **Please note the Illinois State Library does not require the submission of a print copy of the survey.**

Submit the survey electronically by selecting Submit/Lock.

VALID RESPONSES

Use these guidelines for supplying answers to questions:

- Enter "0" if the appropriate answer is "zero." (Use zero not alpha "o.")
- Enter an estimate when an exact figure is not known—if the estimate can be pragmatically determined.
- Select "N/A" when your library does NOT: know the answer, collect the data, or is unable to supply the data.

GLOSSARY

ILLINET: The Illinois Library and Information Network is the cooperative network of multitype (academic, public, school, and special) libraries in Illinois. ILLINET is coordinated by the Illinois

State Library. Membership is open to those libraries which are members of one of the ten regional library systems as defined by the Illinois Library Systems Act [**75 ILCS 10**].

Interlibrary Loan: Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library or its end user. The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans. Circulation of materials between a central library and its branches is NOT considered interlibrary loan. Reciprocal borrowing is NOT considered as an interlibrary loan transaction.

Non-Returnables: Non-Returnables are materials that the supplier/supplying library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished reports and/or departmental working papers. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]

Reciprocal Borrowing: Reciprocal borrowing is a form of a cooperative agreement between two or more libraries allowing their users on-site circulation privileges at another library. Reciprocal borrowing does NOT cover remote circulation (a means of allowing eligible library users to check out materials off site) or interlibrary loan.

Returnables: Returnables are materials that the supplier/supplying library expects to have returned. Examples of returnables include books, dissertations, microfilm reels, sound recordings, and audiovisual materials. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]

1.1	ISL Control Number	This locked question will be answered by the State Data Coordinator.
		This is the state-assigned identification code for the administrative entity.
1.2	ISL Branch Number	This locked question will be answered by the State Data Coordinator.
		This is the state-assigned branch identification code for the administrative entity.
1.3a	Legal Name of Institution	This is the legal name of the administrative entity. Do not use acronyms. Do not abbreviate the name.
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.3b	If this locked question's answer has changed, then enter the updated answer here.	
1.4a	Legal Name of Library Building or Branch (if	This is the legal name of a specific branch, building, or outlet. Do not use acronyms. Do not

	applicable)	abbreviate the name.
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.4b	If this locked question's answer has changed, then enter the updated answer here.	
1.5a	Mailing Address	Include street address and P.O. Box if applicable.
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.5b	If this locked question's answer has changed, then enter the updated answer here.	
1.6a	City	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.6b	If this locked question's answer has changed, then enter the updated answer here.	
1.7a	Zip	This is the standard five-digit postal ZIP code for the mailing address. http://zip4.usps.com/zip4/welcome.jsp
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.7b	If this locked question's answer has changed, then enter the updated answer here.	
1.8a	Zip +4	This is the four-digit postal ZIP code extension for the mailing address. http://zip4.usps.com/zip4/welcome.jsp
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.8b	If this locked question's answer has changed, then enter the updated answer here.	

1.9a	Phone (include area code)	Include area code and format the answer with numbers and hyphens only: xxx-xxx-xxxx.
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.9b	If this locked question's answer has changed, then enter the updated answer here.	
1.10a	Fax (include area code)	Include area code and format the answer with numbers and hyphens only: xxx-xxx-xxxx.
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.10b	If this locked question's answer has changed, then enter the updated answer here.	
1.11a	Regional Library System	Chicago Public (CLS) Illinois Heartland (IHLS) Reaching Across Illinois (RAILS) Not in a library system (NONE)
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.11b	If this locked question's answer has changed, then enter the updated answer here.	Chicago Public (CLS) Illinois Heartland (IHLS) Reaching Across Illinois (RAILS) Not in a library system (NONE)
1.12a	Type of Library	Academic (ACA) Public (PUB) School Building (SCH) School District (SUP) Special (SPE) System (SYS)
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.12b	If this locked question's answer has changed, then enter the updated answer here.	Academic (ACA) Public (PUB) School Building (SCH) School District (SUP) Special (SPE) System (SYS)

1.13	Name of person completing this form	
1.14	E-mail address	
2.1	Did your library **REQUEST** materials through interlibrary loan?	Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library or its end user. The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans.
		Circulation of materials between a central library and its branches is NOT considered interlibrary loan.
		Reciprocal borrowing is NOT considered as an interlibrary loan transaction.
2.2	If NO, please explain.	
2.3	What was the total number of interlibrary loan requests **INITIATED** by your library?	Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library or its end user. The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans.
		Circulation of materials between a central library and its branches is NOT considered interlibrary loan.
		Reciprocal borrowing is NOT considered as an interlibrary loan transaction.
2.4	How many of these interlibrary loan requests **INITIATED** by your library were filled? (This value should not exceed the total number in question 2.3.)	This value should not exceed the total number in question 2.3.
		Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library or its end user. The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans.
		Circulation of materials between a central library and its branches is NOT considered interlibrary loan.
		Reciprocal borrowing is NOT considered as an interlibrary loan transaction.
2.5 – 2.13	How many items were actually **RECEIVED** by your	

(Information)	library?	
	If you do not maintain figures for "in-state, out-of-state, returnables, or non-returnables," then pragmatically estimate those figures so that the auto-calculate function will perform the mathematical totals. Remember to use 0 (zero not alpha "o") or N/A as appropriate.	
2.5	Returnables	Returnables are materials that the supplier/supplying library expects to have returned. Examples of returnables include books, dissertations, microfilm reels, sound recordings, and audiovisual materials. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
2.6	Non-returnables	Non-Returnables are materials that the supplier/supplying library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished reports and/or departmental working papers. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
2.7	TOTAL IN-STATE (2.5 + 2.6)	This locked question will auto calculate when the Save button is clicked.
2.8	Returnables	Returnables are materials that the supplier/supplying library expects to have returned. Examples of returnables include books, dissertations, microfilm reels, sound recordings, and audiovisual materials. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
2.9	Non-returnables	Non-Returnables are materials that the supplier/supplying library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished

		reports and/or departmental working papers. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
2.10	TOTAL OUT-OF-STATE (2.8 + 2.9)	This locked question will auto calculate when the Save button is clicked.
2.11	Total Returnables (2.5 + 2.8)	This locked question will auto calculate when the Save button is clicked. Returnables are materials that the supplier/supplying library expects to have returned. Examples of returnables include books, dissertations, microfilm reels, sound recordings, and audiovisual materials. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
2.12	Total Non-Returnables (2.6 + 2.9)	This locked question will auto calculate when the Save button is clicked. Non-Returnables are materials that the supplier/supplying library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished reports and/or departmental working papers. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
2.13	TOTAL - TOTAL (2.11 + 2.12)	This locked question will auto calculate when the Save button is clicked.
2.14	Comments	
3.1	Did your library **SUPPLY** materials through interlibrary loan?	Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library or its end user. The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans. Circulation of materials between a central library and its branches is NOT considered interlibrary loan. Reciprocal borrowing is NOT considered as an interlibrary loan transaction.

3.2	If NO, please explain.	
3.3	What was the total number of interlibrary loan requests **RECEIVED** by your library?	Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library or its end user. The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans.
		Circulation of materials between a central library and its branches is NOT considered interlibrary loan.
		Reciprocal borrowing is NOT considered as an interlibrary loan transaction.
3.4	How many of these interlibrary loan requests **RECEIVED** by your library were filled? (This value should not exceed the total number in question 3.3.)	This value should not exceed the total number in question 3.3.
		Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library or its end user. The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans.
		Circulation of materials between a central library and its branches is NOT considered interlibrary loan.
		Reciprocal borrowing is NOT considered as an interlibrary loan transaction.
3.5 – 3.13 (Information)	How many items were actually **SUPPLIED** by your library? If you do not maintain figures for "in-state, out-of-state, returnables, or non-returnables," then pragmatically estimate those figures so that the auto-calculate function will perform the mathematical totals. Remember to use 0 (zero not alpha "o") or N/A as appropriate.	
3.5	Returnables	Returnables are materials that the supplier/supplying library expects to have returned. Examples of returnables include books, dissertations, microfilm reels, sound recordings, and audiovisual materials. [Department of

		Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
3.6	Non-returnables	Non-Returnables are materials that the supplier/supplying library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished reports and/or departmental working papers. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
3.7	TOTAL IN-STATE (3.5 + 3.6)	This locked question will auto calculate when the Save button is clicked.
3.8	Returnables	Returnables are materials that the supplier/supplying library expects to have returned. Examples of returnables include books, dissertations, microfilm reels, sound recordings, and audiovisual materials. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
3.9	Non-returnables	Non-Returnables are materials that the supplier/supplying library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished reports and/or departmental working papers. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
3.10	TOTAL OUT-OF-STATE (3.8 + 3.9)	This locked question will auto calculate when the Save button is clicked.
3.11	Total Returnables (3.5 + 3.8)	This locked question will auto calculate when the Save button is clicked. Returnables are materials that the supplier/supplying library expects to have returned. Examples of returnables include books, dissertations, microfilm reels, sound recordings, and audiovisual materials. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing

Office, 1998.]

3.12	Total Non-Returnables (3.6 + 3.9)	This locked question will auto calculate when the Save button is clicked.
		Non-Returnables are materials that the supplier/supplying library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche to fiche copies, print copies of microfilm, electronic full-text documents and gratis print copies of unpublished reports and/or departmental working papers. [Department of Commerce. Bureau of the Census. Integrated Postsecondary Education Data Systems. Washington, D.C.: U.S. Government Printing Office, 1998.]
3.13	TOTAL - TOTAL (3.11 + 3.12)	This locked question will auto calculate when the Save button is clicked.
3.14	Comments	
4.1	Did your library **PARTICIPATE** in reciprocal borrowing?	Reciprocal borrowing is a form of a cooperative agreement between two or more libraries allowing their users on-site circulation privileges at another library.
		Reciprocal borrowing does NOT cover remote circulation (a means of allowing eligible library users to check out materials off site) or interlibrary loan.
4.2	If YES, report the number of materials **LOANED** via reciprocal borrowing.	
4.3	If NO, please explain.	
SUBMIT SURVEY	TO SUBMIT YOUR SURVEY: 1. CLICK ON SUBMIT/LOCK	
REMINDER	Print a copy of your survey before or after the survey is locked.	