

**ILLINET INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL
SURVEY WORKSHEET
FY 2017 (July 1, 2016 – June 30, 2017)**

IDENTIFICATION

- 1.1 ISL Control Number _____
- 1.2 ISL Branch Number _____
- 1.3a Legal Name of Institution _____
- 1.3b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.4a Mailing Address _____
- 1.4b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.5a Facility City _____
- 1.5b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.6a Facility Zip _____
- 1.6b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.8a Phone (include area code) _____
- 1.8b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.9a Fax (include area code) _____
- 1.9b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.10a Regional Library System _____
- 1.10b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.11a Type of library _____
- 1.11b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.12 Name of person completing this form _____
- 1.13 E-mail address _____

REQUESTS (BORROWING)

For the period July 1, 2016 – June 30, 2017

- 2.1 Did your library REQUEST materials through interlibrary loan?
If no, please explain. Check all reasons that apply. _____
- 2.2 Not enough staff to handle interlibrary loan _____
- 2.2 Our patrons have not requested materials we do not own _____
- 2.2 Staff does not know how to request materials through interlibrary loan _____
- 2.2 We purchase materials on demand when requested by our patron's _____
- 2.2 Other _____
- 2.2 Other, please explain _____

DETAILS CONCERNING MATERIALS REQUESTED THROUGH INTERLIBRARY LOAN

- 2.3 What was the total number of items requested by your library? _____

ITEMS RECEIVED VIA ILL

Estimate if necessary, details about Returnables and Non-returnables requested via Interlibrary Loan. The auto-calculate function will perform the mathematical tools for 2.6, 2.9 through 2.12. Remember to use 0 (zero, not alpha "o") as appropriate.

IN-STATE

- 2.4 Returnables _____
- 2.5 Non-Returnables _____
- 2.6 TOTAL (2.4 +2.5) _____

OUT-OF-STATE

- 2.7 Returnables _____
- 2.8 Non-Returnables _____
- 2.9 TOTAL OUT-OF-STATE _____

TOTALS

- 2.10 Total Returnables (2.4 + 2.7) _____
- 2.11 Total Non-Returnables (2.5 + 2.8) _____
- 2.12 TOTAL (2.10 + 2.11) _____
- 2.13 Comments _____

SUPPLYING: (LENDING)

For the period July 1, 2016 – June 30, 2017

- 3.1 Did your library SUPPLY materials through interlibrary loan?
If no, please explain. Check all reasons that apply. _____
- 3.2 Not enough staff to handle interlibrary loan _____
- 3.2 Other libraries have not sent us interlibrary loan requests _____
- 3.2 Staff does not know how to handle interlibrary loan requests _____
- 3.2 Our holdings are not available in a shared online catalog and/ or OCLC _____
- 3.2 Other _____
- 3.2 Other, please explain. _____

DETAILS CONCERNING REQUESTS RECEIVED:

- 3.3 What was the total number of interlibrary loan requests RECEIVED by your library? _____

ITEMS SUPPLIED VIA ILL

Estimate if necessary, details about Returnables and Non-Returnables supplied via Interlibrary Loan. The auto-calculate function will perform the mathematical totals for 3.6, 3.9 through 3.12. Remember to use 0 (zero, not alpha "o") as appropriate.

IN-STATE

- 3.4 Returnables _____
- 3.5 Non-returnables _____
- 3.6 TOTAL (3.4 + 3.5) _____

OUT-OF-STATE

- 3.7 Returnables _____
- 3.8 Non-returnables _____
- 3.9 TOTAL (3.7 + 3.8) _____

TOTALS

- 3.10 Total Returnables (3.4 +3.7) _____
- 3.11 Total Non-returnables (3.5 + 3.8) _____
- 3.12 TOTAL (3.10 + 3.11) _____
- 3.13 Comment _____

RECIPROCAL BORROWING

Reciprocal borrowing is made possible through cooperative arrangements among participating libraries and occurs when a patron physically goes to another library to borrow material.

- 4.1 Did your library PARTICIPATE in reciprocal borrowing? _____
- 4.2 If YES, report the number of materials LOANED via reciprocal borrowing. _____
If no, please explain. Check all reasons that apply. _____
- 4.2 No agreement in place _____
- 4.2 Holdings are not discoverable _____
- 4.2 No borrowers _____
- 4.2 Security reasons _____
- 4.2 Other _____
- 4.2 Other, please explain _____

DELIVERY

- 4.3 Does your library utilize Illinois library delivery services? _____
(IHLS, RAILS, or ILDS)
- 4.4 If yes, what is the current weekly frequency of your library's delivery? _____
- 4.5 Is this frequency enough to satisfy the needs of your patrons? _____
- 4.6 What is your overall satisfaction level with your delivery service? _____
- 4.7 Additional comments about delivery are welcomed. _____