

**ILLINET INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL  
SURVEY WORKSHEET  
FY 2024 (July 1, 2023 – June 30, 2024)**

**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. \_\_\_\_\_
- 1.7a Phone (include area code) \_\_\_\_\_
- 1.7b If this locked question's answer has changed, then enter the updated answer here. \_\_\_\_\_
- 1.8a Fax (include area code) \_\_\_\_\_
- 1.8b If this locked question's answer has changed, then enter the updated answer here. \_\_\_\_\_
- 1.9a Regional Library System \_\_\_\_\_
- 1.9b If this locked question's answer has changed, then enter the updated answer here. \_\_\_\_\_
- 1.10a Type of library \_\_\_\_\_
- 1.10b If this locked question's answer has changed, then enter the updated answer here. \_\_\_\_\_
- 1.11 Name of person completing this form \_\_\_\_\_
- 1.12 E-mail address \_\_\_\_\_

**REQUESTS (BORROWING)**

For the period July 1, 2023 – June 30, 2024

- 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, 2023 – June 30, 2024

- 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. \_\_\_\_\_