

**ILLINET INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL
SURVEY WORKSHEET
FY 2025 (July 1, 2024 – June 30, 2025)**

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, 2024 – June 30, 2025

- | | | |
|-----|--|-------|
| 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, 2024 – June 30, 2025

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?	_____
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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

This section is only for public libraries. Academics, Schools, and Specials do not need to answer this question. 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	_____