

## Compiling ILLINET Interlibrary Loan Traffic Survey Statistics

As announced recently in the ISL E-news it is time to file your ILL and Reciprocal Borrowing statistics with the State Library:

### **Interlibrary Loan Traffic Survey Requirement for System Membership**

Each year Illinois libraries are asked to report their annual statistics on interlibrary loan (ILL) and reciprocal borrowing through the [ILLINET Interlibrary Loan Traffic Survey](#). Local libraries can view their own ILL statistics online. Because completion of the ILLINET ILL Traffic Survey is now an annual requirement of all system member libraries in accordance with administrative rule [\[23 Ill. Adm. Code 3030.200 \(a\)\(2\)\(O\)\]](#), the FY15 ILLINET ILL Traffic Survey must be completed prior to submission of the FY15 annual library certification.

Data submitted should cover the state fiscal year from July 1, 2014, through June 30, 2015. The deadline for completion is February 29, 2016. School districts should provide data based on interlibrary loan and reciprocal borrowing activity for all school buildings within the school district.

See [Completion guidelines](#) and the [LibPas Data Input Instructions](#) for more information.

If you have questions please call toll-free 800-665-5576 ext. 2.

SWAN has recently migrated, so it might be beneficial to review the statistics that need to be reported and what reports to pull together to get your totals.

Basically, your library is asked to report your statistics for:

- ILL Requests Initiated
- ILL Requests Filled
- ILL Received (to be broken out into In-state and Out-of state, if possible)
  - Returnables (ILL materials that are required to be returned –books, etc.)
  - Non-Returnables (basically photocopies or microfiche copies)
- ILL Supplying Requests Received
- ILL Supplying Requests Filled
- ILL Supplied (to be broken out into In-state and Out-of-state, if possible)
  - Returnables ((ILL materials that are required to be returned –books, etc.)
  - Non-Returnables (basically photocopies)
- Reciprocal Borrowing (number of materials loaned via reciprocal borrowing)

### ILL Requests Initiated and Filled

To determine the number of requests initiated at your library you will need to refer to the Millennium monthly report “Your Patron’s Circ Activity”. There is a column labelled HOLDS which tracks holds placed for your patrons at your library, other SWAN libraries, WebPac, and via the Internet. In

SirsiDynix, we have a report “Monthly Holds by Interface” that can be added to the Millennium number. For the number of ILL requests filled, this is the same as the total you report for ILL Items Received.

### ILL Received—Returnables

To determine your ILL Received in Millennium:

- Refer to the “ILL Items Sent and Received” report on the SWAN website, under Statistics → Millennium. The report labelled 2015 Annual on the Millennium Statistics page is actually a cumulative “ILL Sent and Received” for the period of July 2014 through April 10, 2015. See the far right hand column for your total as a borrower. This only includes your borrowing from other SWAN libraries.
- Refer to your Monthly Circulation Activity by Terminal – LOC report and add the number listed under “xxxILL Recd”. This is your Non-SWAN ILL borrower statistic.

To determine your ILL Received in SirsiDynix:

- Add the monthly totals for May and June from the ILL Sent and Received reports on the SWAN website, under Statistics → 2015 SirsiDynix stats. See the far right hand column for your total as a borrower. This only includes your borrowing from other SWAN libraries. Do not include the ILL statistic for the month of April. The April ILL statistic is skewed, due to the initial problem with holds when we migrated. I would add your best guess for the month of April.
- For your Non-SWAN ILL Received number, add together your monthly total of checkouts to your ltypes: NS\_ILL\_Print and NS\_ILL\_Vid if you circulate Non-SWAN ILL materials by adding a brief title record in Workflows. If you do not circulate ILL material in this manner, check your manual Non-SWAN ILL statistics or the OCLC statistics for your count as a borrower.

### ILL Supplied –Returnables

To determine your ILL Sent in Millennium:

- Refer to the “ILL Items Sent and Received” report on the SWAN website, under Statistics → Millennium. The report labelled 2015 Annual on the Millennium Statistics page is actually a cumulative “ILL Sent and Received” for the period of July 2014 through April 10, 2015. Your library as a supplier total is at the bottom of the spreadsheet under the columns for your library. This only includes your lending to other SWAN libraries.
- For your Non-SWAN ILL Supplied number, add your monthly totals from the Pcode2 reports that you downloaded from the Report Server. Some libraries will have statistics broken out by In-State and Out-of-State libraries. ILL activity can be found under checkouts to Share ILL, OCLC ILL, Non-SWAN ILL, ALA ILL, etc.

To determine your ILL Sent in SirsiDynix:

- Add the monthly totals for May and June from the ILL Sent and Received reports on the SWAN website, under Statistics → 2015 SirsiDynix stats. Do not include the ILL statistic for the month of April. The April ILL statistic is skewed, due to the initial problem with holds when we migrated. I would add your best guess for the month of April. Your library as a supplier total is

at the bottom of the spreadsheet under your library. This only includes your lending to other SWAN libraries.

- To the above you need to add your monthly totals for May and June from the “Monthly Checkouts by User Category 7” (category 7 is the data mapping for the prior Pcode2 ). This is the statistic for ILL Sent to Non-SWAN Libraries. Some libraries will have statistics broken out by In-State and Out-of-State libraries. ILL activity includes checkouts to Share ILL, OCLC ILL, Non-SWAN ILL, ALA ILL, etc.

### Reciprocal Borrowing

To determine your Reciprocal Borrowing numbers in Millennium:

- Refer to the monthly “PCode 3 “ and “PCode 4” report totals that you downloaded from the Report Server . The “PCode 3” report provides a breakdown of the RB statistics with Non-SWAN library patrons. The “PCode 4” report provides a breakdown of the RB statistics with SWAN library patrons.

To determine your Reciprocal Borrowing number in SirsiDynix:

- Refer to the report titled “Monthly Checkouts by Item Library/Library Profile (Reciprocal Borrowing)” for the month of April, May, and June. Your total Reciprocal Borrowing activity as a Lender is in the far right hand column. However, you need to subtract from the total any statistic under your library profile or housekeeping internal profiles (missing, repairs, reserves, etc.) or any ILL numbers(ALA-OCLC, Int\_access, SHARE-ILL). Your checkouts to Non-SWAN RB patrons are included under two columns “Non-SWAN RB” and “Chicago PL” profiles and are reflected in the total on the far right of the spreadsheet.
- If you are interested in your patrons activity as Reciprocal Borrowers (this is not reported on the State form), read down the columns for your library profiles and subtract out the number of internal charges ( the cell where your library as the charging library and your library profile intersect). This is your patrons’ activity at other SWAN libraries.

If you should have any questions, don’t hesitate to call (630-734-5153) or open a ticket ([help@swanlibraries.net](mailto:help@swanlibraries.net)).