



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

ILLINET Interlibrary Loan Traffic Form Overview

Purposes

The Illinois State Library, a division of the Office of the Secretary of State, is responsible for the collection, comparison and analysis of statewide interlibrary loan traffic. Annually, the Illinois State Library prepares and distributes the ILLINET Interlibrary Loan Traffic Form (ILLINET ILL TF) in order to collect statewide interlibrary transaction data. The data collected is compared and analyzed for use within Illinois. (NOTE: The terms ILLINET Interlibrary Loan Traffic Form and ILLINET Interlibrary Loan Statistical Report are used interchangeably.)

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 (Illinois Library and Information Network). ILLINET is the cooperative multitype (academic, public, school, 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 (Illinois Library Delivery Service).

Monitoring the interlibrary loan 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) involvement of every individual library in regard to resource sharing throughout the Illinois library community.

General Information

For the FY2009 ILLINET ILL TF, statistics submitted should cover July 1, 2008, through June 30, 2009.

Read all the information in the Frequent Questions tab (Bibliostat information) and the Instructions tab (Illinois State Library information) before you start filling out the ILLINET ILL TF!

For questions, please contact:

- **CONTENT/SUBJECT MATTER:** Gwen Harrison at gharrison@ilsos.net, 217-785-7334; Ron Winner at rwinner@ilsos.net, 217-785-1168; or 1-800-665-5576, ext. 1
- **USERNAME/PASSWORD:** Becky Hunter at bhunter@ilsos.net, 217-782-7849, 1-800-665-5576, ext. 1; or Gwen Harrison or Ron Winner (see above)
- **SOFTWARE OR TECHNOLOGY ISSUES:** Bibliostat, 1-866-785-9935

Basic Steps

Locate your Username and Password: Contact the Illinois State Library for your Username and Password.

Access the Web ILLINET ILL TF at <http://collect.btol.com>.

Read all the information in the Frequent Questions tab (Bibliostat information) and the Instructions tab (Illinois State Library information).

Click and explore the main tabs at the top of the Collect Web page:

- Home
- Survey
- Status
- Printing
- Frequent Questions
- Instructions

Print the ILLINET ILL TF worksheet in order to gather data and prepare a working draft by going to the Instructions tab and clicking “Click here to view a printable version of the survey.”

“Help” is available in two sources: printed and online. Help includes definitions, information and/or instructions. The printable version is available by clicking the Instructions tab and selecting “Click here to view a printable version of the instructions.” Online help is available in the survey (Web ILLINET ILL TF) by clicking on any question number that is underlined.

Enter responses into the Web ILLINET ILL TF. Click the Save button (lower-left-hand corner of screen) to ensure your data is saved.

Select the Status tab to view and resolve:

- Edit Checks
- Unanswered Questions
 - View Required Unanswered Questions
- Flagged Questions
- Submit Survey

Print a copy of the ILLINET ILL TF for your records. Printing options are located in the Printing tab under the Printable Survey Reports tab.

Submit the Web ILLINET ILL TF by selecting the Submit Survey tab in the Status tab.

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.
- Enter "N/A" when your library does NOT: know the answer, collect the data, or is unable to supply the data.

ILLINOIS STATE LIBRARY CONTACTS:

Gwen Harrison, gharrison@ilsos.net, 217-785-7334

Ron Winner, rwinner@ilsos.net, 217-785-1168

Becky Hunter, bhunter@ilsos.net, 217-782-7849

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 10 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 an interlibrary loan. Reciprocal borrowing is NOT considered an interlibrary loan transaction.

Non-returnables: Non-returnables are materials that the supplier/supplying library does not expect to have returned. Examples of nonreturnables 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.

Returns: Returns 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 ELI 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 ELI Branch Number <http://www.elillinois.org>
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 <http://www.elillinois.org>
This is the legal name of the administrative entity. Do not use acronyms. Do not abbreviate the name.

1.3b If this locked question's answer has changed, enter the updated answer here.
If this locked question's answer has changed, enter the updated answer in the "b" component for this question.

1.4a Legal Name of Library Building or Branch (if applicable) This is the legal name of a specific branch, building, or outlet. Do not use acronyms. Do not abbreviate the name.

1.4b If this locked question's answer has changed, enter the updated answer here.
If this locked question's answer has changed, enter the updated answer in the "b" component for this question.

1.5a Mailing Address Include street address and P.O. Box if applicable.

1.5b If this locked question's answer has changed, enter the updated answer here.
If this locked question's answer has changed, enter the updated answer in the "b" component for this question.

1.6a City If this locked question's answer has changed, enter the updated answer in the "b" component for this question.

1.6b If this locked question's answer has changed, 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>

1.7b If this locked question's answer has changed, enter the updated answer here.
If this locked question's answer has changed, enter the updated answer in the "b" component for this question.

- 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, enter the updated answer in the "b" component for this question.
- 1.8b If this locked question's answer has changed, 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, enter the updated answer in the "b" component for this question.
- 1.9b If this locked question's answer has changed, 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, enter the updated answer in the "b" component for this question.
- 1.10b If this locked question's answer has changed, enter the updated answer here.
- 1.11a Regional Library System Alliance (ALS)
Chicago Public (CLS)
DuPage (DLS)
Lewis and Clark (LCLS)
Lincoln Trail (LTLS)
Metropolitan (MLS)
North Suburban (NSLS)
Prairie Area (PALS)
Rolling Prairie (RPLS)
Shawnee (SHLS)
Not in a library system (NONE)
If this locked question's answer has changed, enter the updated answer in the "b" component for this question.
- 1.11b If this locked question's answer has changed, enter the updated answer here.
Alliance (ALS)
Chicago Public (CLS)
DuPage (DLS)
Lewis and Clark (LCLS)
Lincoln Trail (LTLS)
Metropolitan (MLS)
North Suburban (NSLS)
Prairie Area (PALS)
Rolling Prairie (RPLS)
Shawnee (SHLS)
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, enter the updated answer in the "b" component for this question.
- 1.12b If this locked question's answer has changed, 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 an interlibrary loan.

Reciprocal borrowing is NOT considered 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 an 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 an interlibrary loan.

Reciprocal borrowing is NOT considered an interlibrary loan transaction.

2.5 – 2.13 (Information)

How many items were actually received 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.

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 (3.5 + 3.6)

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.]

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.]

2.8 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 (3.8 + 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.]

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2.11	Total Returnables (3.5 + 3.8)	<p>This locked question will auto calculate when the Save button is clicked.</p> <p>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.]</p>
2.12	Total Non-Returnables (3.6 + 3.9)	<p>This locked question will auto calculate when the Save button is clicked.</p> <p>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.]</p>
2.13	TOTAL - TOTAL (3.11 + 3.12)	<p>This locked question will auto calculate when the Save button is clicked.</p> <p>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.]</p> <p>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.]</p>
2.14	Comments	
3.1	Did your library SUPPLY materials through interlibrary loan?	<p>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.</p> <p>Circulation of materials between a central library and its branches is NOT considered an interlibrary loan.</p> <p>Reciprocal borrowing is NOT considered an interlibrary loan transaction.</p>
3.2	If NO, please explain.	
3.3	What was the total number of interlibrary loan requests received by your library?	<p>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.</p> <p>Circulation of materials between a central library and its branches is NOT considered an interlibrary loan.</p>

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.)	Reciprocal borrowing is NOT considered an interlibrary loan transaction. 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 an interlibrary loan.
		Reciprocal borrowing is NOT considered an interlibrary loan transaction.
3.5 – 3.13	How many items were actually supplied by your library? (Information)	
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 (4.5 + 4.6)	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.]
		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.]
- 3.8 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 (4.8 + 4.9)
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.]
- 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.]
- 3.11 Total Returnables (4.5 + 4.8)
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 (4.6 + 4.9)
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 (4.11 + 4.12)
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.]

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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:

REMINDER

1. CLICK STATUS TAB.
2. SELECT SUBMIT SURVEY TAB.
3. CLICK SUBMIT SURVEY BUTTON.