

ILLINOIS STATE LIBRARY
ILLINET INTERLIBRARY LOAN TRAFFIC FORM
(ILLINET ILL TF)
OVERVIEW

PURPOSES

The Illinois State Library, a division of the Illinois Office of the Secretary of State, is the agency 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 [ILLINET ILL TF] and ILLINET Interlibrary Loan Statistical Report [ILLINET ILL SR] 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 (The Illinois Library and Information Network). ILLINET is the cooperative multitype (academic, public, school, and 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 (The Illinois Library Delivery Service).

The monitoring of 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 the statistics submitted should cover July 1, 2008– 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!

If you have questions, then follow these guidelines:

- **CONTENT/SUBJECT MATTER** : For questions about the content/subject matter contact these Illinois State Library staff members: Gwen Harrison, gharrison@ilsos.net, 217-785-7334 or Ron Winner, rwinner@ilsos.net, 217-785-1168. The 800 number is 1-800-665-5576 x1.
- **USERNAME/PASSWORD**: For username/password information contact Illinois State Library staff members: Becky Hunter, bhunter@ilsos.net, 217-782-7849 or 1-800-665-5576 x1, Gwen Harrison, or Ron Winner.
- **SOFTWARE OR TECHNOLOGY ISSUES** : For questions about software or technology issues contact: Bibliostat at 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 this URL: <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 on: [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 of help is available by clicking on the Instructions tab and then 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 insure your data input is saved.

Select the Status tab to view and resolve:

- Edit Checks
- Unanswered Questions
 - View Required Unanswered Questions
 - View All 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 ten 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 as an interlibrary loan transaction.

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.]

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.

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.]

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.eliillinois.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.eliillinois.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, then enter the updated answer here.	If this locked question's answer has changed, then 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, then enter the updated answer here.	If this locked question's answer has changed, then 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, then enter the updated answer here.	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.6a	City	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.6b	If this locked question's answer has changed, then 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, then enter the updated answer here.	If this locked question's answer has changed, then 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
1.8b	If this locked question's answer has changed, then enter the updated answer here.	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.9a	Phone (include area code)	Include area code and format the answer with numbers and hyphens only: xxx-xxx-xxxx.
1.9b	If this locked question's answer has changed, then enter the updated answer here.	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.10a	Fax (include area code)	Include area code and format the answer with numbers and hyphens only: xxx-xxx-xxxx.
1.10b	If this locked question's answer has changed, then enter the updated answer here.	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
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)
1.11b	If this locked question's answer has changed, then enter the updated answer here.	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question. 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)

1.12b	If this locked question's answer has changed, then enter the updated answer here.	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question. 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.
2.2	If NO, please explain.	Reciprocal borrowing is NOT considered as an interlibrary loan transaction.
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.
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.)	Reciprocal borrowing is NOT considered as an interlibrary loan transaction. 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.
2.5 – 2.13 (Information)	How many items were actually received by	Reciprocal borrowing is NOT considered as an interlibrary loan transaction.

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) 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.]

2.12 Total Non-Returnables (3.6 + 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.]

2.13 TOTAL - TOTAL (3.11 + 3.12) 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.]

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.]

2.14 Comments
3.1 Did your library **SUPPLY** 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.
3.2	If NO, please explain.	Reciprocal borrowing is NOT considered as an interlibrary loan transaction.
3.3	What was the total number of interlibrary loan requests received 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.
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 as 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.
3.5 – 3.13	How many items were actually supplied by your library?	Reciprocal borrowing is NOT considered as an interlibrary loan transaction.
(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.	
3.5	Remember to use 0 (zero not alpha "o") or N/A as appropriate. 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

		<p>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>
3.7	TOTAL IN-STATE (4.5 + 4.6)	This locked question will auto calculate when the Save button is clicked.
		<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 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>
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.]
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3.10	TOTAL OUT-OF-STATE (4.8 + 4.9)	This locked question will auto calculate when the Save button is clicked.
		<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 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>
3.11	Total Returnables (4.5 + 4.8)	This locked question will auto calculate when the Save button is clicked.
		<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>

3.12	Total Non-Returnables (4.6 + 4.9)	This locked question will auto calculate when the Save button is clicked.
3.13	TOTAL - TOTAL (4.11 + 4.12)	<p data-bbox="810 331 1385 512">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 data-bbox="810 512 1325 558">This locked question will auto calculate when the Save button is clicked.</p>
3.14 4.1	<p data-bbox="444 999 532 1024">Comments</p> <p data-bbox="444 1024 719 1066">Did your library PARTICIPATE in reciprocal borrowing?</p>	<p data-bbox="810 657 1385 842">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 data-bbox="810 863 1385 999">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> <p data-bbox="810 1020 1385 1094">Reciprocal borrowing is a form of a cooperative agreement between two or more libraries allowing their users on-site circulation privileges at another library.</p>
4.2	If YES, report the number of materials LOANED via reciprocal borrowing.	Reciprocal borrowing does NOT cover remote circulation (a means of allowing eligible library users to check out materials off site) or interlibrary loan.
4.3 SUBMIT SURVEY	If NO, please explain. TO SUBMIT YOUR SURVEY:	
REMINDER	<p data-bbox="444 1381 735 1407">1. CLICK ON THE STATUS TAB;</p> <p data-bbox="444 1444 800 1470">2. SELECT THE SUBMIT SURVEY TAB;</p> <p data-bbox="444 1507 769 1551">3. CLICK ON THE SUBMIT SURVEY BUTTON</p>	