

ILLINET INTERLIBRARY LOAN TRAFFIC FORM (ILLINET ILL TF) WHAT'S NEW AND DIFFERENT

AUTOMATION VENDOR

Informata, a division of Baker and Taylor, is the new automation vendor for the ILLINET ILL TF. The software product designed to collect the data is Bibliostat **Collect**. Approximately 40 of the 50 states use the Bibliostat software to collect various types of statistical data. There is also a **related** product called Bibliostat **Connect** that empowers end-users with statistical comparison and analysis capabilities. More information will be forthcoming in the next few months regarding the Bibliostat Connect product.

SIGNIFICANT CHANGES

ACCESS

The web URL is: <http://collect.informata.com>.

The Username is the library's ELI (Every Library in ILLINET) control number plus the two digit branch number. The Password is the library's ELI (Every Library in ILLINET) password for the particular branch.

DATA COLLECTION FORMAT

Question Format: The basic format for each question is: Question Number, Question, Previous Year Data (if available), Answer Blank for Current Year Data, Flag, and Notes (Federal, State, and Local).

Online Help: Online help is available by clicking on any question number that is underlined. The online help may include definitions, information, and/or instructions.

Previous Year Data: If the library submitted its FY06 ILLINET ILL TF data in a timely manner, then selected FY06 data has been included in the previous year data column for the FY07 ILLINET ILL TF.

Current Year Data Answer Blank: The answer blank for the current year data may: be pre-populated with ELI or other data (which can be changed, if necessary); be blank for completion; have drop down menus for appropriate choices; be locked in order to perform mathematical calculations or for ISL to answer specific questions (The user can cursor over these fields, but the user will not be able to input data.)

Flag a Question: The user can flag a question as a reminder that the question is incomplete and needs further work or investigation.

Notes for a Question: Notes permits the user to select federal (default), state, or local note options. Notes automatically default to the federal tab. Notes also permit the user to add state notes (to provide information for the Illinois State Library staff) or local notes (for the local library to use as a reminder or informational field).

QUESTION TYPES

Locked Questions/Answer Blanks: Some answer blanks are locked (for example, 1.1, 1.2, 1.7, and 1.12) either for the Illinois State Library to answer or because the data is static and generally does not change.

Locked Questions/Answer Blanks that Perform Mathematical Computations: These questions are locked, and the resulting answers are mathematical formula computations: 3.7, 3.10, 3.11, 3.12, 3.13, 4.7, 4.10, 4.11, 4.12, 4.13.

FORMATTING PHONE/FAX NUMBERS

Format phone/fax numbers (questions 1.10 and 1.11) using this format: xxx-xxx-xxxx

EVERY QUESTION MUST BE ANSWERED

Question Not Applicable or Answer Not Known: For all questions that do not apply **OR** that the answer is not known, the user must enter N/A; otherwise the user will NOT be able to electronically submit the ILLINET ILL TF.

Valid Responses to Questions: Use the guidelines below for supplying appropriate 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 the library does NOT: know the answer, collect the data, or is unable to supply the data.

MANDATORY FINAL STEPS PRIOR TO ELECTRONIC SUBMISSION

Resolution of Required Unanswered Questions: The user must view and resolve all unanswered questions; otherwise the user will NOT be able to electronically submit the ILLINET ILL TF.

OTHER REMINDERS

Documentation and Instructions: Read the Documentation and the Instructions that are posted on the Bibliostat Collect website.

ILLINET ILL TF CONTACTS

Follow these guidelines to request help:

- **USERNAME/PASSWORD AND/OR CONTENT/SUBJECT MATTER:** For questions about the username/password and/or content/subject matter contact these Illinois State Library staff: 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.
- **SOFTWARE OR TECHNOLOGY ISSUES:** For questions about software or technology issues contact: Bibliostat at 1-866-785-9935.