

## ILLINET – Where to find the data to complete the survey using BCA

Last updated: February 14, 2024

### 2.3 What was the total number of items requested by your library?

BCA report in folder 3 Survey Reports is "IPLAR Q18.17 - Interlibrary Loans Received from Other Libraries". Choose your library and the date range July 1 – June 30 for the previous fiscal year.

### 2.4 In-State returnables

Add the number from 2.3 to any items you requested from outside of Workflows, like through OCLC or directly contacting a library outside of RSA, but within Illinois.

### 2.5 In-State Non-returnables

If you requested an item like copies or pamphlets for a patron that didn't need to be returned.

2.7 Out-of-state returnables - Requests you placed through OCLC or by directly contacting an out-of-state library.

2.8 Out-of-state non-returnables - If you requested an item like copies or pamphlets for a patron that didn't need to be returned, from an out-of-state library.

3.3 What was the total number of interlibrary loan requests RECEIVED by your library? BCA Report in folder 3 Survey Reports is "IPLAR Q18.16 - Interlibrary Loans Provided To Other Libraries". Choose your library and the date range July 1 – June 30 for the previous fiscal year.

Important note: Because of the nature of resource sharing in a consortium, you receive more requests through Workflows than you fill. **We recommend that you add 10% to the number provided in this report. (Do the math: Loans provided x 1.1)**

**PLUS:** Add in the total number from the report named “Monthly Reports – Holds ILL Sent Last 12 Months” that was sent to the RSA Gmail on July 1 of the previous year. The second tab “D1500 Items Sent Last 12 months” - those are items you supplied to libraries outside of RSA. In this example the number is 299.

D1500 Items Sent Last 12 Months

Trans Stat User	Count (Trans Stat
<b>Total</b>	<b>299</b>
D1500-ALSA	16
D1500-ALSP	165
D1500-ALSS	2
D1500-ILIL	55
D1500-US	61

### 3.4 In-State Returnables

Use the D1500-ILIL number from the above report “Monthly Reports – Holds ILL Sent Last 12 Months” from item 3.3. In the above example the number is 55.

### 3.7 Out-of-State Returnables

Using the above report “Monthly Reports – Holds ILL Sent Last 12 months” Subtract the D1500-ILIL number from the total. In this example:  $299 - 55 = 244$ .

### 4.1 Did your library PARTICIPATE in reciprocal borrowing? Yes

### 4.2 If YES, report the number of materials LOANED via reciprocal borrowing.

Use the BCA Report in 4 Advanced Reports > Circulation > Historical Circulation Counts > “**Checkouts and Renewals by Reciprocal Borrowers – In a given date range**”. Choose your library and the date range July 1 – June 30 for the previous fiscal year.

Links to information and surveys:

[State Library Certification Directions](#)

[Login page for State Library ILLINET Interlibrary Loan Survey](#)

[ILLINET instructions](#)

[ILLINET worksheet](#)