

ILLINET Interlibrary Loan Survey – Where to find the data to complete the FY 2025 Survey Guide

Last updated: September 10, 2025

Link to Illinois State Library ILLINET/IPLAR portal

ILLINET Interlibrary Loan Survey for the period July 1, 2024 – June 30, 2025 Submission deadline December 31, 2025

REQUESTS (BORROWING)

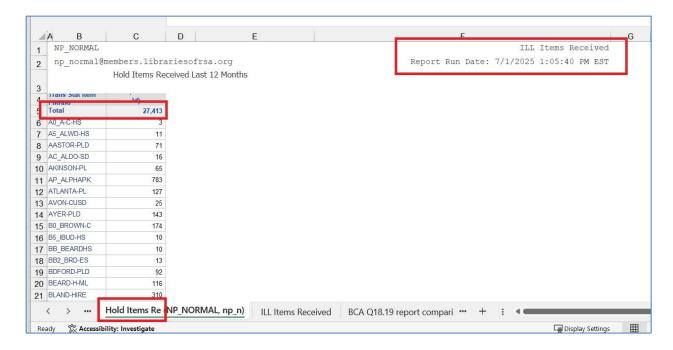
Details Concerning Materials Requested Through Interlibrary Loan

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

This is the total amount of items received to fill holds from all libraries, in and out of RSA, in-state and out-of-state.

Items received from RSA libraries:

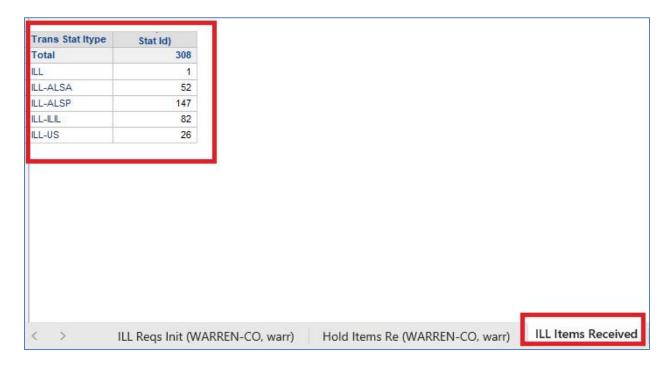
Report Name	Where to Find Report
Monthly Reports – Holds ILL Received Last 12 Months	RSA email
Report emailed July 1, 2025	Tab: Hold Items



PLUS add:

Items received from libraries outside of RSA, in-state and out of-state. If you use any of the ILL item type(s)** for brief records of ILL items (recommended, see <u>Creating and Deleting a temporary record for a NON-RSA ILL Item</u>). Otherwise, use numbers from OCLC or that you track any other way.

Report Name	Where to Find Report
Monthly Reports – Holds ILL Received Last 12 Months	RSA email
I Report emailed July 1, 2025	Tab: ILL Items
	Received



IN-STATE

2.4 Returnables

If you did not receive items from outside of Illinois, and only received returnables, this number will be the same as 2.3.

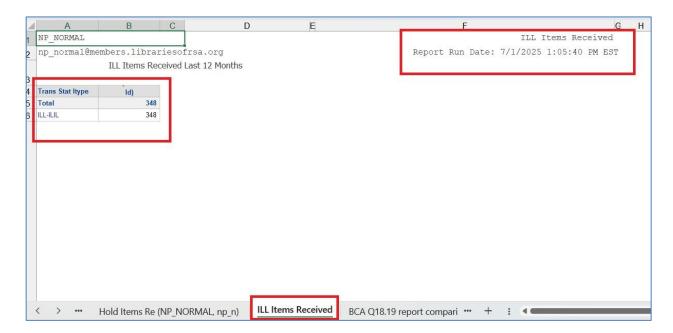
Items received from RSA libraries (same as above)

Report Name	Where to Find Report
Monthly Reports – Holds ILL Received Last 12 Months	RSA email
Report emailed July 1, 2025	Tab: Hold Items

PLUS add items received from non-RSA libraries in Illinois:

If you use the ILL-ILIL item type for brief records of ILL items from libraries in Illinois:

Report Name	Where to Find Report
Monthly Reports – Holds ILL Received Last 12 Months	RSA email
I Report emailed July 1, 2025	Tab: ILL Items
	Received



2.5 Non-returnables

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

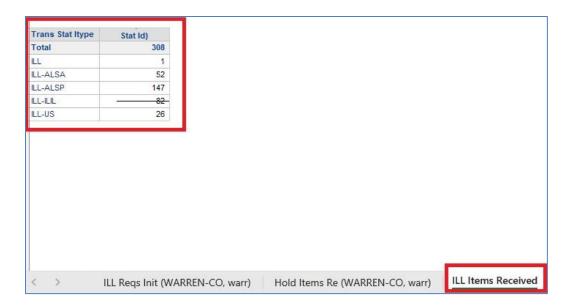
OUT-OF-STATE

2.7 Returnables

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

If you use ILL item types** for brief records of ILL items. Do not include ILL-ILIL counts. Otherwise collect data from OCLC or other sources.

Report Name	Where to Find Report
Monthly Reports – Holds ILL Received Last 12 Months	RSA email
Report emailed July 1, 2025	Tab: ILL Items
neport emailed July 1, 2025	Received



2.8 Non-returnables

If you requested an item like copies or pamphlets that didn't need to be returned from an out-of-state library.

SUPPLYING (LENDING)

Details Concerning Requests Received

3.3 What was the <u>total</u> number of interlibrary loan requests RECEIVED by your library?

This is the total number of ILL sent to fill holds to RSA and non-RSA libraries, instate and out-of-state.

Items sent to RSA libraries*:

	Where to Find
Report Name	Report
Monthly Reports – Holds ILL Sent Last 12 Months	RSA email
Report emailed July 1, 2025	Tab: Holds Sent to

^{*}Important note: Because of the nature of resource sharing in a consortium, <u>you receive</u> <u>more requests</u> through Workflows than you fill. **We recommend that you add 10% to the number of items sent to RSA libraries.** (Do the math: Loans provided x 1.1).

PLUS add

Items sent to non-RSA libraries:

	Where to Find
Report Name	Report
Monthly Reports – Holds ILL Sent Last 12 Months	RSA email



IN-STATE

3.4 Returnables

Items sent to RSA libraries*:

	Where to Find
Report Name	Report
Monthly Reports – Holds ILL Sent Last 12 Months	RSA email
Report emailed July 1, 2025	Tab: Holds Sent to

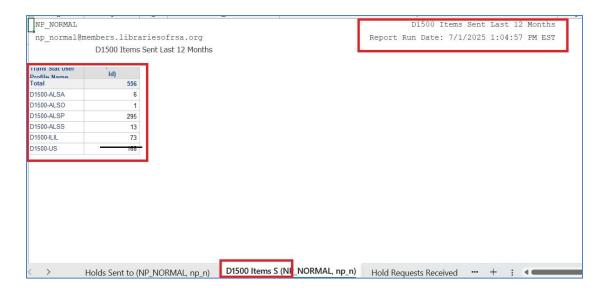
^{*}Important note: Because of the nature of resource sharing in a consortium, <u>you receive</u> <u>more requests</u> through Workflows than you fill. **We recommend that you add 10% to the number of items sent to RSA libraries.** (Do the math: Loans provided x 1.1).

PLUS add

Items sent to non-RSA libraries in Illinois:

	Where to Find
Report Name	Report
Monthly Reports – Holds ILL Sent Last 12 Months	RSA email

Do NOT include D1500-US count



3.5 Non-returnables

If you sent an item like copies or pamphlets that didn't need to be returned.

3.7 Returnables

Items sent to libraries outside of Illinois:

	Where to Find
Report Name	Report
Monthly Reports – Holds ILL Sent Last 12 Months	RSA email
Report emailed July 1, 2025	Tab: Holds Sent to



RECIPROCAL BORROWING

Public libraries only

4.1 Did your library participate in reciprocal borrowing?

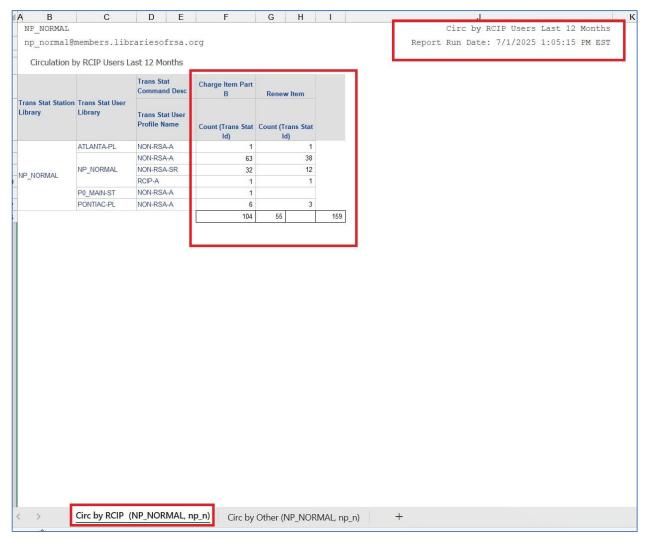
Yes

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

	Where to Find
Report Name	Report
Monthly Reports – Reciprocal Borrowing Last 12 Months	RSA email
Report emailed July 1, 2025	

Tab Circ by RCIP

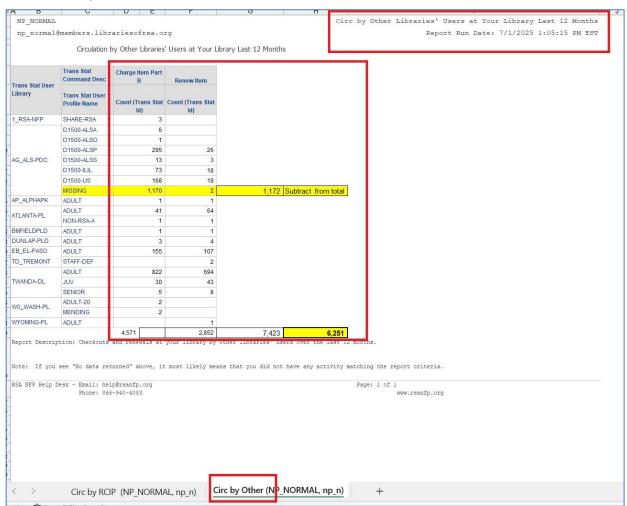
Add columns



PLUS add

Tab Circ by Other

Add columns, subtract MISSING counts.



** Possible ILL item types and what they mean:

Item Type	Description
ILL	Interlibrary Loan outside RSA online
ILL-ALSA	ILL items from Academics in RAILS but not an RSA member
ILL-ALSO	ILL items from Specials/Other in RAILS but not an RSA member
ILL-ALSP	ILL items from Publics in RAILS but not an RSA member
ILL-ALSS	ILL items from Schools in RAILS but not an RSA member
ILL-FMI	ILL Items from Find More Illinois
ILL-ILIL	ILL items for libraries in ILL but outside of RAILS
ILL-IL-NRT	ILL items In-State that are Non-Returnable
ILL-US	ILL items for libraries in outside Illinois
ILL-US-BK	ILL books for libraries in outside Illinois
ILL-US-NRT	ILL items Out of State that are Non-Returnable

Questions? Contact the RSA Help Desk at help@rsanfp.org or by phone at 866-940-4083