

# South Dakota InterLibrary Loan Statistics Report Form

As part of the justification for expenditure of federal LSTA funds, all SD libraries that participate either as nodes within the SD Library Courier service or as nodes with direct communication to MINITEX are requested to submit this report monthly & annually (July 1 through June 30 cumulation) to: ILL, SD State Library, 800 Governors Drive, Pierre, SD 57501-2294; Courier: SDS; FAX: (605)773-4950; phone: (605)773-3131/1-800-423-6665; e-mail: ILL@state.sd.us

Reporting Library \_\_\_\_\_

Reporting Month & Year \_\_\_\_\_

## Items/copies received/borrowed from libraries & document delivery services

(Your library is the "requesting library".)

	Returnable Items (defined below)	Non-returnable Items (defined below)	<b>TOTALS (Required)</b>
from South Dakota academic libraries _____	_____	_____	_____
from South Dakota public libraries _____	_____	_____	_____
from South Dakota school libraries _____	_____	_____	_____
from other South Dakota libraries _____	_____	_____	_____
from the South Dakota State Library _____	_____	_____	_____
from Minitex _____	_____	_____	_____
from libraries outside SD (excluding Minitex) _____	_____	_____	_____
from non-library sources (i.e. commercial document delivery) _____	_____	_____	_____
<b>Totals</b> _____	_____	_____	_____

## Items/copies sent/provided/supplied/loaned from your library to other libraries

(Your library is the "supplying library".)

	Returnable Items (defined below)	Non-returnable Items (defined below)	<b>TOTALS (Required)</b>
to South Dakota academic libraries _____	_____	_____	_____
to South Dakota public libraries _____	_____	_____	_____
to South Dakota school libraries _____	_____	_____	_____
to other South Dakota libraries _____	_____	_____	_____
to the South Dakota State Library _____	_____	_____	_____
to Minitex _____	_____	_____	_____
to libraries outside SD (excluding Minitex) _____	_____	_____	_____
<b>Totals</b> _____	_____	_____	_____

**Interlibrary Loan** - A transaction in which library material, or a copy of the material (including materials sent by telefacsimile or other form or electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration or on the same campus. Interlibrary loan also includes transactions for materials obtained through the interlibrary loan process that are supplied from non-library sources. (Taken from ANSI/NISO Z39.7-1995 "Library Statistics".)

**Library** – A library is an entity that provides all of the following: (a) an organized collection of printed or other library materials, or a combination thereof; (b) a staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and educational needs of a clientele; (c) an established schedule in which services of the staff are available to clientele; and (d) the facilities necessary to support such a collection, staff, and schedule. (Taken from ANSI/NISO Z39.7-1995 "Library Statistics".)

**Returnables** - Report materials that the supplier/lending library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material. (Taken from Academic Library Survey for the National Center for Education Statistics.)

**Non-returnables** - Report materials that the supplier/lending library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers. (Taken from Academic Library Survey for the National Center for Education Statistics.)

9/14/2001

REV December 2011, July 2012