

South Dakota Interlibrary Loan Statistics Report Form

This form can be used to record your monthly interlibrary loan statistics. You will report this data in the annual survey.

Reporting Month & Year _____

Items/copies borrowed from other libraries

(Your library is the "borrowing library". Report the number of items received.)

	Items Received
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 (only items from the State Library's collection)	
From Minitex (North Dakota, Minnesota)	
From other libraries outside South Dakota	
From non-library sources (i.e. commercial document delivery)	
Totals	

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

(Your library is the “supplying library”. Report the number of items loaned.)

	Items Supplied
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 (North Dakota, Minnesota)	
To other libraries outside South Dakota	
Totals	

Interlibrary Loan – Loan of a document in its physical form or delivery of a document (or part of it) in copied form, from one library to another library not under the same administration. (Taken from ANSI/NISO Z39.7 – 2004 “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”.)

Minitex - Minitex provides South Dakota libraries with returnable and non-returnable materials from Minitex participating libraries in Minnesota and North Dakota.