

# Everything School Libraries Need to Know about ILL and Collecting ILL Statistics for the 2013 School Library Survey

## Basic ILL Definitions:

**SDLN** – The South Dakota Library Network is a membership organization of all types of South Dakota libraries. Annual membership fees are paid directly to SDLN.

**SDSL** – The South Dakota State Library is an Office of the SD Department of Education; it is a full member of the South Dakota Library Network

**Full SDLN Membership** – libraries who pay an annual fee for complete use of SDLN's automation system and services; these libraries lend and borrow

**Remote SDLN Membership** – libraries who pay only a partial fee for use of SDLN's interlibrary loan module; these libraries borrow but do not lend

**Non-SDLN Membership** – libraries who pay no fees to SDLN and request ILL using the State Library as an intermediary; these libraries borrow but do not lend

**ALEPH** – SDLN's automation system used by full member libraries for cataloging, circulation, ILL, etc.

**ALEPH ILL Subsystem** – part of SDLN's automated system available to both full and remote members of SDLN for the purpose of ILL

\*SDLN lending library policies can be found at <http://www.sdln.net/?mode=members>

## Basic ILL Statistics Form Definitions:

**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, North Dakota and Wisconsin.

**Academic Libraries** – This includes all South Dakota public and private universities and all technical schools.

**Public Libraries** – This includes all South Dakota public libraries. It may also include combined school/public libraries.

**School Libraries** – This includes South Dakota public, private, and tribal schools. It may also include combined school/public libraries.

**Other Libraries** – This includes South Dakota medical libraries, corporate libraries and federal libraries such as EROS Data Center Library.

**South Dakota State Library** – Items are borrowed from the State Library only when the item has a State Library property stamp. If you receive a package from the State Library check which library the item belongs to, that is the library lending you the item. If you receive a request from the State Library to borrow an item from your library, check the patron field. If the patron field has a library’s name that is the library that is borrowing the item from you, not the State Library.

**Out-of-State Libraries** – This includes all out-of-state libraries except those in North Dakota and Minnesota who loan materials through Minitex.

**Non-Library Sources** – Occasionally a library will purchase an article from a commercial document delivery service. The library might do this so as not to be in violation of copyright or because the article is not available from another library. Examples of document delivery services are Congressional Research Service, ERIC, and ScienceDirect

\*The SDSL ILL Statistics Form can be found at  
<http://library.sd.gov/ACS/CIRC/ILL/index.aspx#Report>

**School Libraries will begin to collect their ILL statistics on the first day of the 2012-2013 school year. These statistics will be reported on the 2013 School Library Survey.**

**Questions? Contact Colleen Kirby**  
[colleen.kirby@state.sd.us](mailto:colleen.kirby@state.sd.us) or 1/800/423-6665