

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 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)773-6962; 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)	TOTALS (Required)
From ALL South Dakota libraries: (including public, academic, school, other)	_____	_____	_____
From ALL libraries outside SD: (including public, academic, school, other)	_____	_____	_____
Totals	_____	_____	_____

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)	TOTALS (Required)
To ALL South Dakota libraries: (including public, academic, school, other)	_____	_____	_____
To ALL libraries outside SD: (including public, academic, school, other)	_____	_____	_____
Totals	_____	_____	_____

Interlibrary Loan (ILL) - A transaction in which library material, or a copy of the material (including materials sent by fax or other form of electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in ILL are not under the same administration or on the same campus. ILL also includes transactions for materials obtained through the ILL process that are supplied from non-library sources. (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fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.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, February 2018