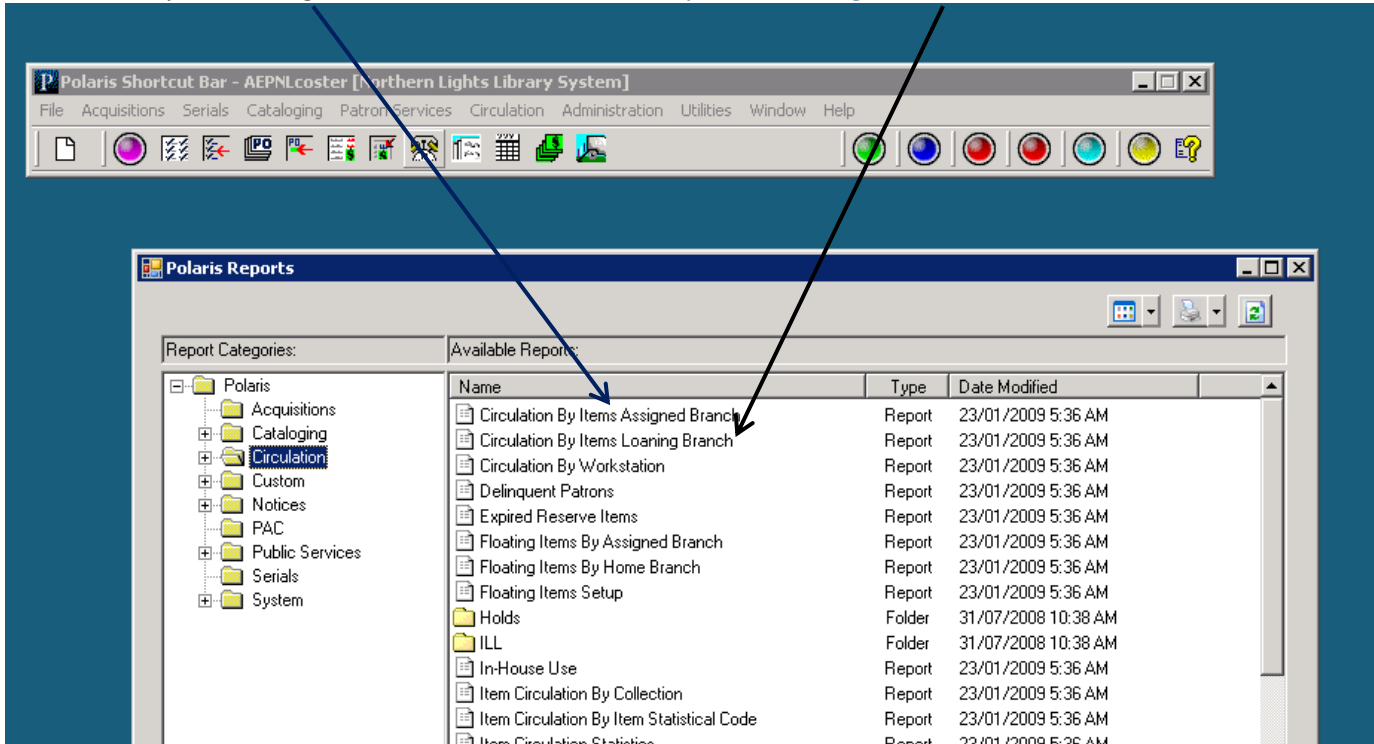


Hi there,

You can gather the stats for your interlibrary loans for whatever time criteria you wish by running the reports “Circulation by Items assigned branch” and “Circulation by items loaning branch”.



Simply run the reports for your branch by the dates you wish (start from the “go-live” date January 8th if you want to capture January stats).

To capture **only the ILL stats**, you must subtract your library’s circulation stats from the total amount.

The “**Circulation by Items Assigned Branch**” is the report that documents the items that your library **loaned** out to other library patrons, as well as your own patrons.

Find your library name under the “Loaning Branch” field, and subtract the circulation number from the “Total Transactions for Item Branch” Circulation total to get the ILLs loaned.

EX:

	Total Transactions For Loaning Branch:		
Loaning Branch: Northern Lights Library System			
Book	14		18
Book - Large Print	45		46
Magazine	1		1
Video - DVD	8		8
Total Transactions For Loaning Branch:	68		73

BOOK	4	4
Total Transactions For Loaning Branch:	4	4
.loaning Branch: Yellowhead Regional Library		
Book on Cassette	2	2
Total Transactions For Loaning Branch:	2	2
Total Transactions For Item Branch:	818	942
<hr/>		
Grand Totals:	818	942

942 – 73 = 869 Total ILLs loaned in January for the Northern Lights Library System collection.

The report “**Circulation by Items Loaning Branch**” would be all of the ILLs that your library patrons **borrowed**. Please subtract your library’s circulation total from the total transactions to find out this number as well. At some point, we may get a customized report for this, but in the meantime you can gather the necessary statistics this way.

If you have any questions about this process, please let me know.
Thank you to Isabelle for pointing this out!

Colette Oster

*Public Services Assistant,
Interlibrary Loans*

1-800-561-0387 or 780-724-2596 ext. 238
(Fax) - 780- 724-2597
(Email) - coster@nlls.ab.ca
(Website) - www.nlls.ab.ca