

PLEASE RETURN BY THE FIRST OF EACH MONTH TO

Tompkins-Seneca-Tioga BOCES

School Library System

Interlibrary Loan Statistics

You may also email your STATS to: illtst@tstboces.org

Month \_\_\_\_\_

Name \_\_\_\_\_

Building \_\_\_\_\_

District \_\_\_\_\_

OFFICE USE	
# School Days	_____
# Transactions/Day	_____
Monthly Total	_____
Year to Date Total	_____

**Materials BORROWED FROM Other Institutions or Agencies**

Requests *filled* by:

Type of Materials +	Other ** Members of TST SLS	Other School Library Systems or SCLRC Libraries	Public Libraries	Academic Libraries	Special Libraries	Number of Requests Unfilled Non-TST SLS	Number of Requests Unfilled TST SLS	TOTAL
Books								
Periodicals								
+++ Other								
<b>TOTAL</b>								

\*\* Other Members of this SLS – Include informal borrowing and loaning here.  
Include other building libraries in your district.

+ Count photocopies as materials from the original source, i.e. a book or periodical.

++ "NUMBER OF REQUESTS UNFILLED" should be included in "TOTAL" column.

+++Other includes Educational Documents (ED's), Nonprint, and ERIC Searches.

**Materials LOANED TO Other Institutions or Agencies**

Requested by:

Type of Materials +	Other ** Members of TST SLS	Other School Library Systems or SCLRC Libraries	Public Libraries	Academic Libraries	Special Libraries	Number of Requests Unfilled Non-TST SLS	Number of Requests Unfilled TST SLS	TOTAL
Books								
Periodicals								
+++ Other								
<b>TOTAL</b>								

# 2015 ILL (InterLibrary Loan) Monthly Statistics Collection Information

TST BOCES SLS (School Library System) ILL coordinator, Michele Barr: [illtst@tstboces.org](mailto:illtst@tstboces.org), will maintain monthly ILL stats and provide to NYS Department of Education per Commissioner of Education’s regulations.

Submit monthly ILL stats to ILL coordinator by either of the following:

- Send a hardcopy of the stats form to Michele Barr (at TST BOCES SLS Office) via interoffice mail delivery
- Emailing monthly stats to Michele Barr at [illtst@tstboces.org](mailto:illtst@tstboces.org)

When filling out the monthly stats please remember the following:

- Column 1 on Stats Form: **Other Members of TST SLS**; please record only materials borrowed/loaned between the TST school libraries.
- Column 2 on Stats Form: **Other School Library Systems or SCLRC Libraries**; please record only materials borrowed/loaned from either SCOOOLS (South Central Organization of (School) Library Systems) OR materials that were obtained for your library by TST BOCES ILL Coordinator Michele Barr.
- Third column on Stats form: **Public Libraries** please record materials borrowed/loaned to your local public library.
- Fourth column; **Academic Libraries** please record materials borrowed from local college libraries.
- Fifth column: **Special Libraries** please record materials borrowed from
- Sixth column; **Number of Requests Unfilled Non-TST- SLS** please record all requests rejected for libraries **NOT** within TST region.
- Seventh column; **Number of Requests Unfilled TST SLS** please record all requests rejected for TST libraries.

Other Members of TST SLS	Other School Library Systems or SCLRC Libraries	Public Libraries	Academic Libraries	Special Libraries	Number of Requests Unfilled Non-TST-SLS	Number of Requests Unfilled TST-SLS

Materials should be recorded under the types of materials loaned on form; books, periodicals or other (i.e. audio recordings, etc.).

If you loaned/borrowed a book and the following month you renew it please record this as an ILL stats for each month.