



SUBMITTING INTERLIBRARY LOAN STATS

*How to Correctly Complete
ALS Monthly ILL Statistical Reports*

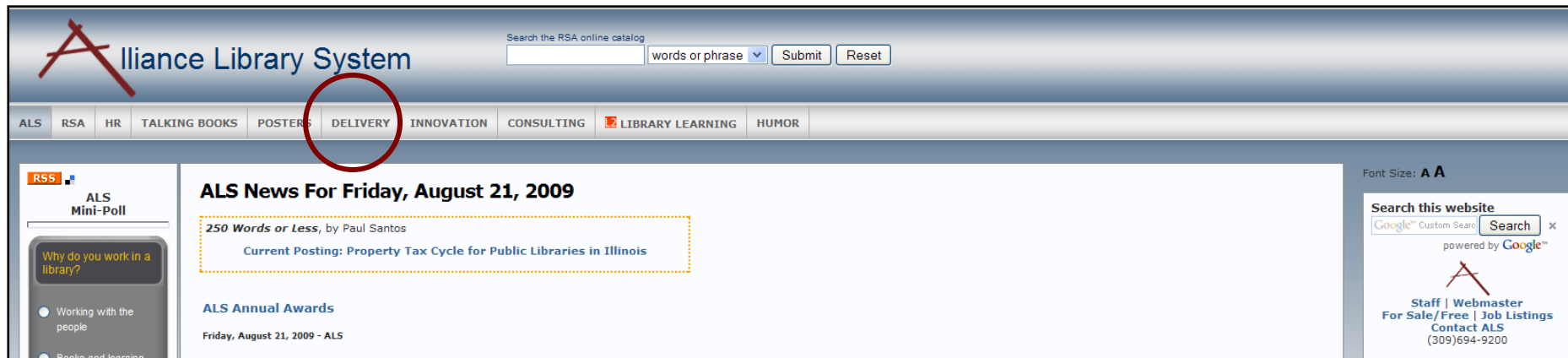


About

- ALS has created this presentation to assist libraries in completing and submitting the monthly interlibrary loan statistics report.
- Each library is expected to submit this report monthly.
- Monthly statistics are due by the 15th of the month following. For example, statistics for interlibrary loan activity in the month of February are due to be reported to ALS by March 15.
- Statistics affect delivery status and routes.

Where do I fill out the form?

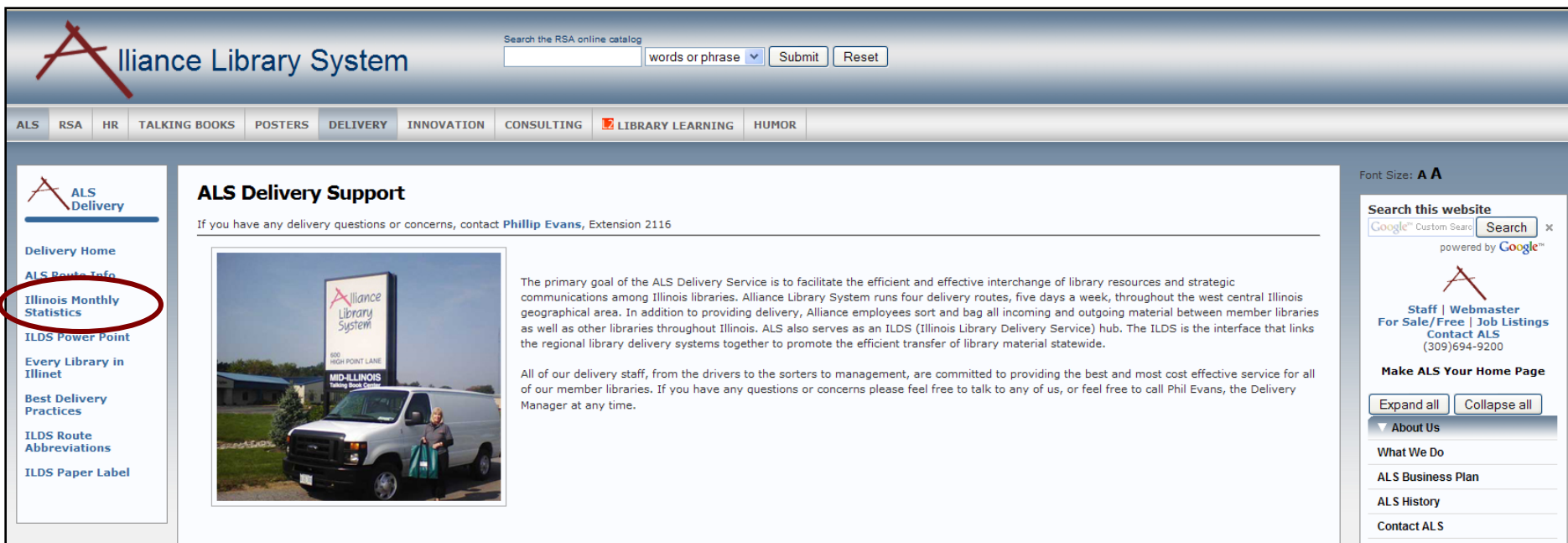
- Visit www.alliancelibrarysystem.com and click on Delivery from the top gray menu.



The screenshot shows the Alliance Library System website. At the top left is the logo, a stylized 'A' made of three lines. To its right is the text 'Alliance Library System'. Further right is a search bar with the text 'Search the RSA online catalog', a dropdown menu set to 'words or phrase', and 'Submit' and 'Reset' buttons. Below this is a horizontal navigation menu with the following items: ALS, RSA, HR, TALKING BOOKS, POSTERS, DELIVERY (circled in red), INNOVATION, CONSULTING, LIBRARY LEARNING (with a red checkmark icon), and HUMOR. The main content area features a section titled 'ALS News For Friday, August 21, 2009' with a sub-section '250 Words or Less, by Paul Santos' and a link for 'Current Posting: Property Tax Cycle for Public Libraries in Illinois'. Below that is 'ALS Annual Awards' with the date 'Friday, August 21, 2009 - ALS'. On the left side, there is an 'ALS Mini-Poll' with the question 'Why do you work in a library?' and two radio button options: 'Working with the people' and 'Books and learning'. On the right side, there is a 'Search this website' box with a 'Google Custom Search' input, a 'Search' button, and a 'powered by Google' logo. Below the search box are links for 'Staff | Webmaster', 'For Sale/Free | Job Listings', 'Contact ALS', and the phone number '(309)694-9200'. The font size is set to 'AA'.

Where do I fill out the form?

- On the Delivery page, click on Illinois Monthly Statistics in the left column.



The screenshot shows the Alliance Library System website. At the top, there is a search bar for the RSA online catalog. Below the search bar is a navigation menu with tabs for ALS, RSA, HR, TALKING BOOKS, POSTERS, DELIVERY, INNOVATION, CONSULTING, LIBRARY LEARNING, and HUMOR. The 'DELIVERY' tab is selected. On the left sidebar, under the 'ALS Delivery' logo, there is a list of links: Delivery Home, ALS Route Info, Illinois Monthly Statistics (circled in red), ILDS Power Point, Every Library in Illinet, Best Delivery Practices, ILDS Route Abbreviations, and ILDS Paper Label. The main content area is titled 'ALS Delivery Support' and includes contact information for Phillip Evans. Below the text is a photo of a white delivery van with an Alliance Library System sign. The right sidebar contains a search bar, contact information for staff, and a list of links including About Us, What We Do, ALS Business Plan, ALS History, and Contact ALS.

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Search this website
powered by Google™

Expand all Collapse all

About Us

What We Do

ALS Business Plan

ALS History

Contact ALS

How do I fill out the form?

Date & Name

- Scroll through the lists to choose the month and year the statistics represent and the name of your library.

ILL Monthly Statistics

If you have any questions or corrections, contact [Phillip Evans](#), Extension 2116

Interlibrary Loan Traffic Monthly Report Form for ALS

Each library is expected to submit this report monthly.

Monthly Statistics are due by the 15th of the month following.

Select the effective date for the statistics.

Month Year Your Library

How do I fill out the form?

BORROWING

- Fill in total number of borrowing requests initiated
 - *Borrowing Requests are items you have asked for, even if you have not received them*

A. ILL Borrowing Statistics

1. Total # of Borrowing Requests initiated by your library this month

How do I fill out the form?

BORROWING

- Enter only actual number of items received, including
 - Returnable items
 - CDs, DVDs, books, etc.
 - Non-returnable
 - Faxes, photocopies
 - in-state or out of state

Items Received	
2.	<input type="text" value="0"/> Total # of ILL In-State Returnable Items received this month
3.	<input type="text" value="0"/> Total # of ILL Out of State Returnable Items received this month
4.	<input type="text" value="0"/> Total # of ILL In-State Non-Returnable Items received this month
5.	<input type="text" value="0"/> Total # of ILL Out of State Non-Returnable Items received this month

How do I fill out the form?

LENDING

- Fill in total number of **requests for loans** received
 - *total number received, even if not all items are sent*

B. ILL Lending Statistics

1. Total # of Ill Requests for Loans Received at your library this month

How do I fill out the form?

LENDING

- Actual items loaned including
 - Returnable items
 - CDs, DVDs, books, etc.
 - Non-returnable
 - Faxes, photocopies
 - in-state or out of state
- Enter only *actually loaned* items

Items Loaned	
2.	<input type="text" value="0"/> Total # of ILL In-State Returnable Items loaned this month
3.	<input type="text" value="0"/> Total # of ILL Out of State Returnable Items loaned this month
4.	<input type="text" value="0"/> Total # of ILL In-State Non-Returnable Items loaned this month
5.	<input type="text" value="0"/> Total # of ILL Out of state Non-Returnable Items loaned this month

How do I fill out the form?

RECIPROCAL BORROWING

- Reciprocal borrowing allows anyone with a valid library card to borrow materials in-person at another library.


C. Reciprocal Borrowing

1. Total # of Reciprocal Borrowing Circulations this month

How do I fill out the form?

SIGNING & SUBMITTING

- Enter your name (data entry person) & email where you can be reached.



A screenshot of a web form with two input fields. The first field is labeled "Your name" and the second is labeled "Your email". Both fields are empty and have a light blue border.

- Click "Submit Statistics." You are done!
- An automated response will be sent to your email letting you know of your successful data entry.



A screenshot of a web form with two buttons: "Reset" and "Submit Statistics". The "Submit Statistics" button is circled in red.

Frequently Asked Questions

- Where can I find more specific information about ALS delivery?
 - Visit the [Delivery](#) page of the ALS website.

The screenshot shows the Alliance Library System website. At the top, there is a search bar for the RSA online catalog with a dropdown menu set to "words or phrase" and buttons for "Submit" and "Reset". Below the search bar is a navigation menu with tabs for ALS, RSA, HR, TALKING BOOKS, POSTERS, DELIVERY (highlighted), INNOVATION, CONSULTING, LIBRARY LEARNING, and HUMOR. The main content area is titled "ALS Delivery Support" and includes a contact tip: "If you have any delivery questions or concerns, contact Phillip Evans, Extension 2116". A photograph shows a white delivery van with the Alliance Library System logo and address "600 HIGH POINT LANE, MID-ILLINOIS Talking Book Center". Text below the photo explains the service's goal and staff commitment. On the right side, there is a "Search this website" box powered by Google, a "Staff | Webmaster" contact section, and a "Make ALS Your Home Page" section with "Expand all" and "Collapse all" buttons. A vertical sidebar on the left lists various website sections like "Delivery Home", "ALS Route Info", and "Illinois Monthly Statistics".

Alliance Library System

Search the RSA online catalog

words or phrase Submit Reset

ALS RSA HR TALKING BOOKS POSTERS **DELIVERY** INNOVATION CONSULTING LIBRARY LEARNING HUMOR

ALS Delivery

ALS Delivery Support

If you have any delivery questions or concerns, contact [Phillip Evans](#), Extension 2116

The primary goal of the ALS Delivery Service is to facilitate the efficient and effective interchange of library resources and strategic communications among Illinois libraries. Alliance Library System runs four delivery routes, five days a week, throughout the west central Illinois geographical area. In addition to providing delivery, Alliance employees sort and bag all incoming and outgoing material between member libraries as well as other libraries throughout Illinois. ALS also serves as an ILDS (Illinois Library Delivery Service) hub. The ILDS is the interface that links the regional library delivery systems together to promote the efficient transfer of library material statewide.

All of our delivery staff, from the drivers to the sorters to management, are committed to providing the best and most cost effective service for all of our member libraries. If you have any questions or concerns please feel free to talk to any of us, or feel free to call Phil Evans, the Delivery Manager at any time.

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Search this website

Google Custom Search Search x

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Staff | Webmaster
For Sale/Free | Job Listings
Contact ALS
(309)694-9200

Make ALS Your Home Page

Expand all Collapse all

About Us

What We Do

ALS Business Plan

ALS History

Contact ALS

Delivery Home

ALS Route Info

Illinois Monthly Statistics

ILDS Power Point

Every Library in Illinet

Best Delivery Practices

ILDS Route Abbreviations

ILDS Paper Label

Frequently Asked Questions

- Who can I contact with additional questions?



Alliance Library System Delivery Hub
East Peoria, Illinois

- Please contact:

Phil Evans
ALS Facilities &
Delivery Supervisor

309-694-9200 x2116

[pevans@](mailto:pevans@alliancelibrarysystem.com)

alliancelibrarysystem.com

Helpful Delivery Resources

- Alliance Library System

www.alliancelibrarysystem.com

- RSA Membership List

<http://www.alliancelibrarysystem.com/RSAmembershipList.cfm>

- Every Library in Illinois

<http://www.eli2.org/>

- Illinois Library Delivery System

www.illinoisdelivers.net