

**Interlibrary Loan Reimbursement
Report Form and Transaction Log FY12**

July 1, 2011-June 30, 2012

Reporting Library _____
Contact Person _____
E-mail Address _____ Phone _____

This report is due July 31, 2012.

Instructions for Counting Items Loaned

1. **Report only those interlibrary loans that were done outside OCLC and SILO** during the FY12 fiscal year (July 1, 2011-June 30, 2012). To simplify your reporting, the State Library will obtain your interlibrary loan statistics from OCLC and SILO and add these to any other loans you report. **If all of your interlibrary loans were done through OCLC and SILO, you do not need to submit an Interlibrary Loan Reimbursement report.**
2. For each item loaned, include verification such as an ALA ILL form or the Interlibrary Loan transaction log.
3. Do not include OCLC or SILO loans.
4. Do not count bulk loans. Loans of multiple copies for a book discussion group are not considered bulk loans and may be included for Interlibrary Loan reimbursement.
5. A photocopy of an article is counted as 1 item regardless of the number of pages in the article.
6. Loans made to special libraries are not included.
7. Institution libraries listed in the *Iowa Library Directory* are included.

_____ **Number of ILL Transactions Not Including OCLC and SILO**

Describe any experiences, positive or negative; you've had with the program.

Assurance and Evaluation

I certify that for the transactions reported above, my library followed the Interlibrary Loan Reimbursement guidelines as stated in the Terms of Agreement.

Signed _____
Date _____

