

# INTERLIBRARY LOAN REIMBURSEMENT REPORT FORM

FY19 – JULY 1, 2018 – JUNE 30, 2019



Reporting Library \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**This report is due July 31, 2019.**

## INSTRUCTIONS FOR COUNTING LOANS

1. Report only those interlibrary loans that were done outside OCLC and SILO during FY19 (July 1, 2018-June 30, 2019). To simplify your reporting the State Library will obtain your ILL statistics from OCLC and SILO and add these to any other loans you report. **If all of your ILL were done through OCLC and SILO you do not need to submit an Interlibrary Loan Reimbursement report.**
2. For each item loaned to other libraries include verification such as an ALA ILL form, an entry on the Interlibrary Loan transaction log, or a report from an ILL management system such as Iliad or CLIO.
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

## ASSURANCE AND EVALUATION

I certify that for the transactions reported above my library followed the Interlibrary Loan Reimbursement guidelines as stated in the FY19 Terms of Agreement.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Return to: ILL Reimbursement, State Library of Iowa, 1112 E Grand Ave, Des Moines, IA 50319.  
FAX: 515-281-6191. E-mail: [toni.blair@iowa.gov](mailto:toni.blair@iowa.gov).



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