



Interlibrary Loan Statistics for library systems with multiple branches

To meet the requirements for OLIS Annual Report, "loaned to/borrowed from" ILL statistics for systems with multiple branches must exclude interbranch lending.

To get these numbers, go to Sierra Web Management Reports (WMR)

<http://catalog.oslri.net/iii/webprt/app>

Choose "All Circulation Activity" and login using your Sierra credentials.

PART I – *Borrowed From:*

Create a report listing all circ activity for the fiscal year at terminals in all your branches, by item location.

Under settings, Choose

Dates: "User specified" ; Start Date 2015 July, End Date 2016 June (for FY 16)

Sort By: Limit

Limit By: Stat Group (check off the stat group numbers for all of your branches – these numbers are listed on the "Sierra Numbers" Reference Sheet available on OSLx at

<http://www.oslconnects.org/content/sierra-number-sheet>)

Report By: LOCATION

WMR will output a spreadsheet with total circs for your terminals, by item location. Open the spreadsheet in Excel, and find the total number at the bottom of the column labelled **ITEMS CIRC** (column E) – put that on line 1 below. Sum the numbers in that column for items ONLY from your locations (put this sum on lines 2 and 5 below). **SUBTRACT** that sum from the total ITEMS CIRC. This is your **BORROWED FROM** number (line 3 below).

PART II – *Loaned To:*

Create another report in WMR listing all of your items that circulated anywhere.

Under Settings, Choose

Dates: "User specified" ; Start Date 2015 July, End Date 2016 June (for FY 16)

Sort By: Item Location

WMR will output a spreadsheet with total circulation for the specified time period for all locations. Find the range of data in the **ITEMS CIRC (column E)** column that represents all circs of all of your items. Total that number, which is all of your items that circulated at all OSL locations – put on line 4 below. Subtract the number that you got in PART I (line 5) - all my items that circulated at my terminals -- to get the total number of your items that circulated in locations other than your branches. That's your **LOANED TO** number, representing all interlibrary loans transacted through Sierra, including Inn-Reach (One Catalog) loans, but excluding interbranch loans in your system.

1. ALL ITEMS CIRCULATED AT MY BRANCHES: _____
2. ALL OF MY ITEMS CIRCULATED AT MY BRANCHES: _____
3. OTHER ITEMS CIRCULATED AT MY BRANCHES (BORROWED FROM): _____
4. ALL OF MY ITEMS THAT CIRCULATED ANYWHERE: _____
5. ALL OF MY ITEMS CIRCULATED AT MY BRANCHES: _____
6. ALL OF MY ITEMS THAT CIRCULATED ELSEWHERE (LOANED TO): _____