Interlibrary Loan Statistics for the Annual Report

5 Steps to Find the Data

1. **Login**
   - Use your OCLC authorization and password

2. **Select Service**
   - Click “OCLC WorldShare Interlibrary Loan”

3. **Identify Time Period**
   - Choose the last month in the range of time needed and the total number of months. Example: For all of FY2015, choose September 2015, then 12 months.
   - Don’t forget to update!

4. **Choose Report**
   - “Borrower Activity Overview” provides the number of items the library borrowed from others.
   - “Lender Activity Overview” provides the number of items the library loaned to others.
   - If there was no activity, the report will not be listed.

5. **Compute**
   - Add the numbers in “Requests Filled” or “Loans Filled” each month for the total to include in your annual report.