

Connecticut Interlibrary Loans Monthly Report

| | | | |
|-------------------------|--|-----------------------------|--|
| Town/Institution | | Month/Year | |
| Library | | Person Filing Report | |

Your library as the borrowing library (i.e. requesting items from other libraries):

- Number of items (filled requests including photocopies) received during reporting month:

| Number of days* | <u>0 - 4 days</u> | <u>5 - 8 days</u> | <u>9+ days</u> | <u>TOTAL</u> |
|--------------------------------|-------------------|-------------------|----------------|--------------|
| a. From other Conn. libraries | | | | |
| b. From out-of-state libraries | | | | |

- TOTAL ITEMS RECEIVED (add a+b totals)
- Number of requests during reporting month cancelled/unfilled
(Do not include requests still pending)

Your library as the lending library (i.e. lending items to other libraries):

- Number of items (including photocopies) loaned by your library during reporting month:

| | |
|------------------------------|--|
| a. To other Conn. libraries | |
| b. To out-of-state libraries | |

- TOTAL ITEMS LOANED (add a+b totals)
- Number of requests searched by your library that were unfilled

* Number of calendar days from when patron first requests an item until it arrives at the borrowing library.

Please complete and send this report within 10 days of the close of the month to:

CONNECTICUT STATE LIBRARY
Att: State Library Data Coordinator
231 Capitol Ave.
Hartford, CT 06106-1537

or e-mail to: jturschman@cslib.org

THANK YOU!
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