

Measuring Outgoing and Incoming Minerva and MaineCat InterLibrary Loan

1. Go to <http://minerva.maine.edu/manage>
2. Click Circ Activity
3. Enter initials and password you usually use in Minerva
4. Click Owning/Home
5. Click Submit

- a. Leave TOTAL selected,
- b. do NOT check the "Include statistics..." box,
- c. select your time frame.
- d. click Submit Query

The screenshot shows the 'Circ Activity' form in Minerva. Red boxes and arrows indicate the following steps:

- a**: Points to the 'TOTAL circulation' radio button, which is selected.
- b**: Points to the 'Include statistics on number of items patrons borrow from the library?' checkbox, which is unchecked.
- c**: Points to the 'Choose a STARTING and ENDING month' section, where 'Jul 10' is selected for both start and end months.
- d**: Points to the 'Submit Query' button at the bottom.

6. Wait 30 seconds or so at the "The statistical report is calculating..." page. Then Click STATUS. (If it does not load the table, then wait another 30 and try again.)
7. Find your library in the left-most column, then follow the row across to the totals column at the far right. (The easiest way to do this is to select the entire column with your cursor, so you can keep track of the row as you scroll across.)

bbh	6	2	74	0	1	0	7
bfl	15	14	292	0	7	0	1
bflj	5	6	69	0			
bml	9	12	143	0			
bmlj	5	2	61	0			

Scroll right to find...

10	0	0	0	1	13	373
23	0	0	0	0	13	557
1	0	0	0	0	1	2817
0	0	0	0	0	0	565
0	0	0	0	0	0	3393

Outgoing Totals*

*If you have only one bib-level location, this is your **Outgoing ILL**.

*If you have multiple bib-level locations (juvenile scope, branches), this number is way too high, and contains some borrowing from "yourself". We will subtract these in later steps.

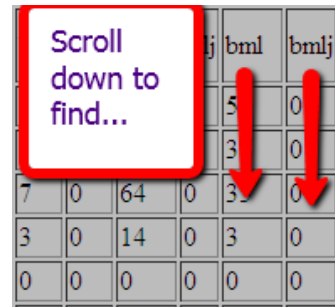
8. Find your library in the top row, then follow the column down to the very bottom.

(You will notice that if you have a juvenile location, it has not borrowed any items. This make sense, since you have no patrons with the juvenile location.)

Again,

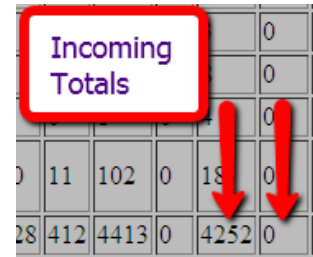
*If you have only one bib-level location, this is your **Incoming ILL**. You are all done!

*If you have multiple bib-level locations (juvenile scope, branches), this number is way too high, and contains some borrowing from "yourself". We will subtract these in the next step.



A screenshot of a table with a red box containing the text "Scroll down to find...". Two red arrows point downwards from the box to the rightmost column of the table.

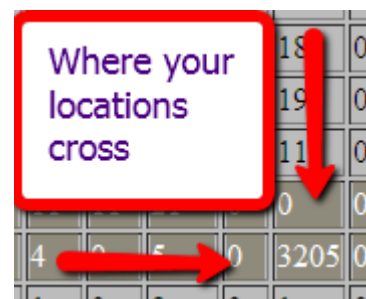
				j	bml	bmlj
				5	0	0
				3	0	0
7	0	64	0	3	0	0
3	0	14	0	3	0	0
0	0	0	0	0	0	0



A screenshot of a table with a red box containing the text "Incoming Totals". Two red arrows point downwards from the box to the rightmost column of the table.

					0	0
					0	0
					0	0
0	11	102	0	18	0	0
28	412	4413	0	4252	0	0

9. Find the numbers where your locations' rows and columns meet. (This is tricky for those libraries in the mid-to-late part of the table. Try lining up your column with the edge of the screen, using the selected rows, or if you're desperate, copying and pasting into excel.)
 - If it's just one j-location, you will see it because the number will be MUCH higher than any of your other numbers.



A screenshot of a table with a red box containing the text "Where your locations cross". A red arrow points down from the box to the rightmost column, and another red arrow points right from the bottom row to the rightmost column, highlighting the intersection.

					18	0
					19	0
					11	0
					0	0
4	0	5	0	3205	0	0

10. Subtract the number(s) where your locations overlap (step 9) from the outgoing totals (step 7). This is your actual **Outgoing ILL**.
11. Subtract the number(s) where your locations overlap (step 9) from the incoming totals (step 8). This is your actual **Incoming ILL**.

**Please remember that this does not count any ILL not done through holds in the system (i.e., not AARC requests, etc.) **