ILL Statistics with a Juv. Scope

Measuring Outgoing & Incoming Inter-Library Loan

Go to http://minerva.maine.edu/manage

1. Click *Circ Activity*
2. Enter initials and password you usually use in Minerva
3. Click *Owning/Home*
4. Click *Submit*
5. At the next screen:
    a. Leave TOTAL selected,
    b. Do NOT check the "Include statistics…" box,
    c. Select your time frame.
6. Click *Submit Query*
7. 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.)
   At this point, it's much easier to look at this table if you select all of it, copy it, and paste it into Excel.
8. Find your library in the left-most column, then follow the row across to the totals column at the far right. Enter this number in the *A* cell of the Formulas table below.
   *If you have multiple bib-level locations (juvenile scope, branches), this number is way too high, and contains some borrowing from "yourself".
9. 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.) Enter this number in the *B* cell of the Formulas table below.
   *If you have multiple bib-level locations (juvenile scope, branches), this number is way too high, and contains some borrowing from "yourself".
10. Find the numbers where your locations' rows and columns meet.
    – If it's just one j-location, you will see it because the number will be MUCH higher than any of your other numbers. Enter this number in the *C* cells of the Formulas table below.
11. Subtract C from A. This is your actual Outgoing ILL.
12. Subtract C from B. This is your actual Incoming ILL.

If you are curious about what is from MaineCat, look at the numbers just before the totals, coming from "Blank" Those are MaineCat transactions (incoming and outgoing)

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

Formulas				
A	-	C	=	OUTGOING
B	-	C	=	INCOMING