

1. Go to <http://mainecat.maine.edu/manage>
2. Click **Requesting and Lending**
3. Click **Fulfillments** and **User Spec**
4. Select a beginning and ending month/year
5. Click **GO!**
6. In the **Fullfillment** table, find your library down the left-hand column under “Owning (Lending) Site”.
7. The second number over under “TOTALS” is the number of items that you checked out through delivery to MaineCat patrons during the time you chose. Enter this number in the **Outgoing** cell box of the Formula table below.
8. Find your library along the top of the table under “Borrowing Site”.
9. The number below your library name is the number of items that you borrowed through MaineCat during the time you chose. Enter this number in the **Incoming** cell box of the Formula table below.

Formula
OUTGOING
INCOMING