

Measuring Outgoing & Incoming Inter-Library Loan

1. Go to:
 - URSUS -- <http://ursus.maine.edu/manage>
2. Click **Circ Activity**
3. Login with your username and password
4. Click **Owning/Home**
5. Click **Submit**
6. At the next screen:
 - a. Leave TOTAL selected,
 - b. Do NOT check the "Include statistics..." box,
 - c. Select your time frame.
7. Click **Submit Query**
8. 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.

CIRC STATS

All Activity

Booking

Checkout

Filled

Renewal

Inhouse

Hourly

Owning/Home

Non-owned

Title

Patrons

Requests

MAINTENANCE

Remove Existing Tables

OUTGOING →										
OWNING TO	amedb	arefb	aspcb	aug	bchrb	bgrmb	bnccb	bpl	brefb	brrb
INCOMING										
amedb	0	0	0	253	0	0	0	5	0	0
arefb	0	0	0	11	0	0	0	0	0	0
aspcb	0	0	0	8	0	0	0	4	0	0
aug	0	0	0	0	0	0	0	234	0	0
bchrb	0	0	0	100	0	0	0	70400	0	0
bgrmb	0	0	0	0	0	0	0	10	0	0
bnccb	0	0	0	0	0	0	0	19	0	0
bpl	0	0	0	689	0	0	0	0	0	0
brefb	0	0	0	0	0	0	0	4	0	0
brrb	0	0	0	32	0	0	0	28777	0	0
dar	0	0	0	0	0	0	0	7	0	0

9. 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.
*This number is way too high and contains some borrowing from “yourself”.
10. 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.
*This number is way too high and contains some borrowing from “yourself”.
11. Find the numbers where your locations’ rows and columns meet.
– Add these intersecting totals for your locations together. Enter this number in the **C** cells of the Formulas table below.
12. Subtract C from A. This is your actual Outgoing ILL Total.
13. Subtract C from B. This is your actual Incoming ILL Total.

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)

Formulas				
A	-	C	=	OUTGOING
B	-	C	=	INCOMING