**Interlibrary Loan Tidbits** 

**Tracking Your Interlibrary Loan Materials:**

Here are a few tips to better assist you in tracking materials:

* For ILL’s within the GST BOCES region: An easy way to track them would be to set up a patron for each school in the GST BOCES region and assign them to an ILL group. (This way you can run overdue notices.)
* For ILL’s outside of the GST BOCES region: For materials that are being loaned outside of the GST BOCES region, you can set up a patron called GST BOCES or ILL. Send these materials to Laura Underhill, Coopers Bldg. 1, to be shipped via USPS.

**Reporting Point-to-Point Statistics:**

* You need to be sure to track the materials that you are lending to other schools. Laura Underhill will ask for your Point-to-Point statistics at the end of the school year for reporting purposes.
* Point-to-Point statistics refer to those books that you send out to a school and do not go through the SCOOLS site. For example, if someone knows that you have a particular title and sends you an email and asked to borrow it, this would be point-to-point. The SCOOLS website [www.scools.org/bin/home](http://www.scools.org/bin/home) automatically keeps a record of all transactions within and outside of the GST BOCES region

**\*\*Sending ILL book\*\***

IF YOU ARE SENDING A BOOK TO A SCHOOL IN YOUR DISTRICT, PLEASE SEND DIRECTLY.

**PLEASE FORWARD ALL OTHER ILL MATERIALS DIRECTLY TO LAURA UNDERHILL TO BE SENT OUT.** This will include materials being sent to schools in GST, as well as outside of our BOCES. Please feel free to contact Laura Underhill if you should have any questions. (lunderhill@gstboces.org) 