**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](mailto:lunderhill@gstboces.org)) 