

Libraries Australia Helpdesk

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Hours: 8.30 am - 5.30 pm, Mon - Fri
 (except Public Holidays)

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Libraries Australia Document Delivery Logon

<http://docdel.librariesaustralia.nla.gov.au/>

Libraries Australia Document Delivery Manual

<http://www.nla.gov.au/librariesaustralia/manuals.html#laddman>

Learn Libraries Australia Document Delivery

<http://www.nla.gov.au/librariesaustralia/manuals.html#learnladd>

Libraries Australia Document Delivery Online Manual

<https://wiki.nla.gov.au/x/XwAn>

ILRS Code

<http://www.nla.gov.au/initiatives/ilrscodelilrscodel.html>

ILRS Directory

<http://www.nla.gov.au/ilrs/>

ABOUT

A range of reports is available to assist in managing interlibrary lending. These reports may be used for checking incoming requests, keeping appropriate records, organising workloads, as a means of alerting staff, or for statistical purposes. Your library will use particular reports based on the number and type of requests you receive and how your workflow is organised.

For most reports, you will need to enter the **Start date** and **End date** in the format shown. If you run reports more than once a day, you can also specify the times you want the reports to begin and end. If you do not enter dates for a report that requires dates, it will compile all requests stored on the server (usually back to the last archive date).


These reports, available as a list on the reports screen, provide information on your LA Doc Del interlibrary loans activity. Those marked with a star (*) are the most commonly used.

Average and maximum supply times by supplier*
 Average and maximum supply times to Requesters*
 Batch Reruns
 Bulk Printing of all Loan and Copy Requests except Core
 Bulk Printing of Core Copy Requests
 Bulk Printing of Loan and Copy Requests
 Bulk Printing of Core Loan Requests
 Copy requested per title
 Copy supplied per title
 Daily ILL Statistics
 ILLs Not Supplied received
 ILLs Not Supplied sent
 ILLs Shipped but not received
 Incoming requests by Requester
 Incomplete requests – as Requester
 Incomplete requests – as Responder
 Loan requested per title

Loan supplied per title
 Monthly ILL Statistics
 Outgoing requests by supplier
 Picklist
 Requester ILL Status Summary to Be Acknowledged and
 Idle requests Suspended
 Requests by days of the week*
 Responder (In Process) Status or Error Report
 Responder ILL Status Summary To Be Acknowledged
 Standard Pick list
 Standard Received List
 Standard Returned List
 Standard Shipping List
 To Be Acknowledged requests requiring action – as
 Requester
 To Be Acknowledged requests requiring action – as
 Responder

More information about the reports can be accessed by clicking the ‘Help’ button on the left hand side menu.

To Run Reports

Click on the  button on the left side of the screen to display the **ILL Reports** screen.

• Choose Report	<input type="radio"/> Standard Returned List
	<input type="radio"/> Standard Shipping List
• Enter Start Date*	<input checked="" type="radio"/> To Be Acknowledged requests requiring action - as Requester
	<input type="radio"/> To Be Acknowledged requests requiring action - as Responder
	<input type="radio"/> Work Queue
• Enter End Date	Start Date <input type="text"/> (e.g. 1 Apr 2001 or 4 Jun 2002 09:00)
	End Date <input type="text"/> (e.g. 10 Jun 2001 or 10 Sep 2003 15:00)
• Click Generate Report	<input type="button" value="Generate Report"/> <input type="button" value="Reset Query"/>

- * To find requests for a single day enter the date in the start date field - there is no need to enter an end date.
- * To find requests for a range of dates enter both the start and end dates.
- * If no dates are nominated, all relevant requests will be included back to the last archive date.

General Features

The date displayed in the reports is in the format YYYY-MM-DD.

The end of each request is defined by ***End of request***

Reports

- include series title and number under Author
- list requests in descending order of date and time, with the highest ILL number (i.e., the most recent requests) listed first
- contain the fields Issue, Pagination, Article Title and Copyright Declaration to facilitate requests of a chapter in a book, conference paper, particular volume in a set or microfilm reel of a set, etc.
- list Fax, Phone and Email details of Requesters
- link ISBN and ISSN fields. The ISBN or the ISSN is displayed (when present), depending on whether the request is for a monograph or a serial
- highlight ILL no., Service type and Call no., together with the Requester's billing status (Payments or NonPayments) NOTE: Billing status is a redundant field, as all members of LADD are Payments members
- also list TGQ, bibliographic details of the request (author, title, subtitle, place of publication, publisher and date), Notes, Requested Delivery method, Reciprocal agreement and Maximum cost.

To Print Reports

Print reports using your browser's print facility. Note: If you print from the Print Preview the columns may be out of alignment.

Reports and Archiving

It is very important that reports are generated prior to the scheduled archive run, as once requests are archived their details are no longer available. See LADD Manual Section 14 for details. Users are advised to run their reports at least quarterly and to keep them for later use when compiling longer-term annual reports locally. Reports may be kept as printed copies, or in electronic form where they may be further manipulated, or both.