

Reports – At A Glance

Libraries Australia Help Desk:



Ph: **1800 026 155**
Fax: 02 6273 1180
Online: www.nla.gov.au/librariesaustralia/contact/
Hrs: 8.30am - 5.30pm, Mon - Fri AEST (except National Public Holidays)

LADD Links:



Login: <http://docdel.librariesaustralia.nla.gov.au/>
Manual: www.nla.gov.au/librariesaustralia/manuals/
Web info: www.nla.gov.au/librariesaustralia/docdel/
ILRS Code: www.alia.org.au/interlibrary.lending/ilrs.code.html
ILRS Directory: www.nla.gov.au/ilrs/

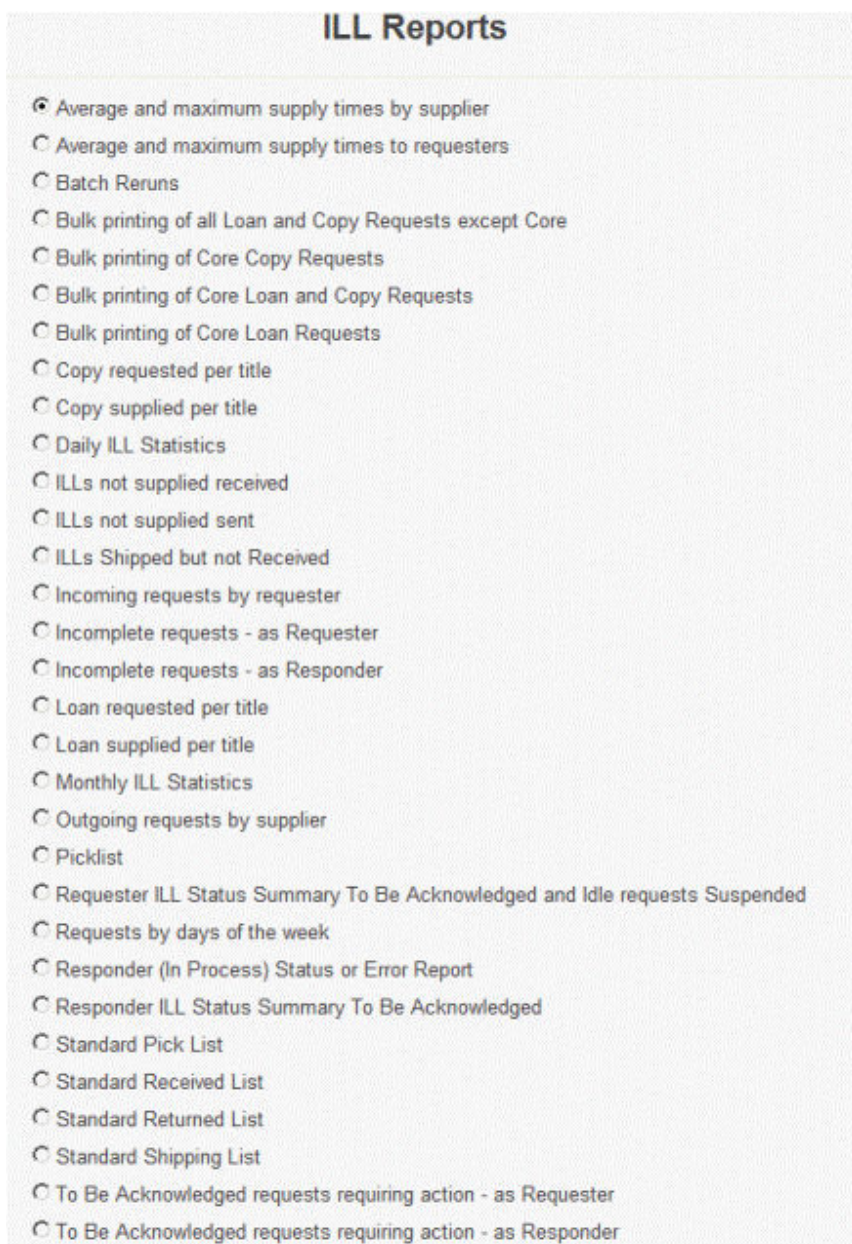
A range of reports are available to assist in managing interlibrary lending. These reports may be used for checking incoming requests, keeping appropriate records, organising workloads, as a means of alerting staff, or for statistical purposes.

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 of the reports screen, provide information on your LA Doc Del interlibrary loans activity.

More information about the reports can be accessed by clicking the 'Help' button on the left hand side menu of LA Doc Del.



To Run Reports

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

Choose Report

Enter Start Date*

Enter End Date

- 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

Start Date (e.g. 1 Apr 2001 or 4 Jun 2002 09:00)

End Date (e.g. 10 Jun 2001 or 10 Sep 2003 15:00)

[Generate Report](#) [Reset Query](#)

Click **Generate Report**

* 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

- 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 Borrowers (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
- list the Our Number (ILL no) Their Number (TGQ no), 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.

Reports and Archiving

It is very important that reports are generated prior to the scheduled archive run, because as requests are archived their details are no longer available. See LADD Manual Section 11 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.