OCLC Interlibrary Loan Cost Calculator

Quick Start Guide

Topic/Task	*What you'll need to know*	*or do*	X
Register	*Your OCLC symbol*	*Your national currency*	
	Your library type	*A departmental or personal email address*	
	Go to https://researchworks.oclc.org/illcostcalculator/ to register.		
Download the Worksheet and Instructions		*Log in.*	
		Click on Get Spreadsheet.	
		Click on Get the User's Manual.	
	Consult the manual at each and every step in the process. Trust us on this one.		
About you	*Review the details pre-populated on the worksheet's About You tab.*		
	Enter the fiscal year for which you are reporting data.		
(See final section below for additional tasks if you decide to include your data in the aggregated pool.)			
Systems	*Systems and services that you use*	*Their annual costs*	
System Categories	*Request Movers: systems that you use to move requests to and from other libraries*		
	Consortial Borrowing: expanded circulation or circ-to-circ systems that you use		
	Request Managers: request management systems that you use		
Transaction Categories	*Your transaction data for each of the different systems/services*		
	Filled transactions only, loans and copies		
	As Supplier or Requester, excluding deliveries to your patrons from your own collections		
Staff	*Staff member salaries and benefits*		
	% of time each Staff member spends on collection-sharing tasks		
	% of each Staff member's collection-sharing time spent on each task category		
Other	*High-end scanners*	*Borrower fees and invoices*	
	Self-hosted servers	*Copyright fees*	
	Shipping	*Reimbursements*	
Next steps	*Learn your own ILL unit costs from the 3 reports on the Unit Cost Report FY__ tab.*		
Do these additional tasks if you decide to include your data in the aggregated pool.			
About you	*List any cost categories that you will not be reporting.*		
Automation	*Estimate the degree of automation of 7 specific processes at your institution.*		
Saving and submitting your data	*Save a detailed copy of the complete Gather Data Worksheet for yourself.*		
	On the Submit System Totals tab, re-type the costs and transaction totals.		
	On the Submit Staff Totals tab, re-type the total costs for each Staff category.		
	Delete the Enter Systems and Enter Staff tabs.		
	Rename as Submit Data; include your OCLC symbol and fiscal year in filename.		
	Email the Submit Data file as an attachment to illcostcalculator@oclc.org.		
Next steps	*Await word from massied@oclc.org that your data is ready to be queried.*		