

Sending ILL Requests via the CDLC ILL eForm

Please Note: the CDLC ILL eForm is intended for use where access to OCLC or ILLiad is not an available option for either the borrower and/or the lender. Please see our list of eForm users at (<http://bit.ly/CDLCeFormUsers>).

1. Search CaDiLaC to find where a resource is located (<http://cdlc.mkx.indexdata.com/>)

- If you **cannot find** the resource you are looking please **send an eForm to CDLC** who will try to locate the item for you outside of the area.

2. Accessing the eForm (<http://bit.ly/CDLCeForm>)



- Open in separate window so the info from CaDiLaC is still viewable.
- The eForm can also be accessed on CDLC's homepage (www.cdlc.org) by clicking on the brown button found on the right side.

3. Log into eForm

- Select **your own library** from the drop-down menu.
- Click *Enter*.

Interlibrary Loan Directory

Welcome to the CDLC Interlibrary Loan Directory Administrator's Page.

Please enter your user name and password.

User Name:

Password:

- Type your *User Name & Password* in the new login screen.
 - Hint: they are the same thing and will be in **all caps**.
- If you have forgotten your login info please contact Emily Wager (ewager@cdlc.org).

4. Placing request

- The Information about your library will auto-populate at the top of the form.
 - Make sure this is correct. If not, log into the ILL Directory Administrator to make corrections (<http://bit.ly/CDLCillAdmin>).

5. Fill in as much information as possible about the item you are requesting

- For photocopies, please remember to specify the article title, chapter numbers and/or page numbers.
- Click on *Loan* or *Photocopy*.
- It is really helpful if you can find a **call number**.
 - The call number can be found by clicking through to a specific library's catalog.

6. After completing item info, select a location from the drop-down menu to send the request

- The eForm only sends a request to **one location at a time**.
- It is highly recommended that you **choose an individual library instead of a system** (ie. choose Saratoga Springs Public Library instead of MVLS).
- Remember to check the box if you would like a copy of the eForm.
- Click *Submit*.

7. Wait to hear back from lending library

- If no response is received **within 4 days**, the requesting library should contact lending library. Contact info can be found in the ILL Directory (<http://bit.ly/CDLCilldirect>).