Using the *Staff Request* Button to Initiate an ILL eForm Request

The *Staff Request* button is an additional tool to help you place an ILL eForm request. It will streamline the request making process by auto-populating information about the requested item from CaDiLaC into the 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 a resource (http://cdlc.indexdata.com/)

- If the resource is found click on the *Staff Request* button.

  Staff Request

- If you **cannot find** the resource you are looking for via CaDiLaC please use this link (http://uhls.org/ill.asp) and **fill out a form for an *OCLC Request*.**

2. Log into eForm

- Type your *User Name* & *Password* in the new login screen.

  o Hint: they are the same thing and will be in **all caps**.

  Interlibrary Loan Directory

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

  Please enter your user name and password.

  User Name: [_____]
  Password: [_____]
  [Submit]

- If you have forgotten your login info please contact Emily Wager (ewager@cdlc.org).

3. Placing request

- The information about your library will auto-populate at the top of the form.

  o Make sure this is correct. If not, log into the ILL Directory Administrator to make corrections (http://bit.ly/CDLCillAdmin).

4. Double check that the auto-populated information is correct and add more information as needed

- For photocopies, please remember to specify the article title, chapter numbers and/or page numbers.

- Click on *Loan* or *Photocopy*.

- A call number will automatically populate after selecting a library.

5. After completing item info, select a location from the list

- The eForm only sends a request to **one location at a time**.

  ○ Bethlehem Public Library
  ◉ Capital Region BOCES
  ○ Crandall Public Library (Glens Falls)
  ○ Miller Hill Elementary
  ○ Voorheesville Public Library

- Remember to check the box if you would like a copy of the eForm.

- Click *Submit*.

- If you **encounter a problem please report it here** (http://bit.ly/CDLCeFormProblem) or via the link under the *Submit* button.

6. 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).