Interlibrary Loan (ILL) Overview

The libraries of the Capital District Library Council (CDLC) region have agreed to share resources through interlibrary loan (ILL). ILL forms must be filled out accurately and completely and in the correct format. Many libraries will ignore incomplete forms. Please keep travel time in mind when you request.

Collections available to you:

- Questar III SLS union catalog to search and request within our system.
- CaDiLaC Online and the Union List of Serials (through CDLC) to search and request outside of our system.
- New York State Interlibrary Loan (NYSILL) provides online access to the New York State Library catalog. Anyone can look at the NYSIL catalog online, but you need to request items through the SLS office.
- If you cannot find what you need, please contact the SLS where OCLC is available. This gives you access to materials statewide and beyond.

Please contact the SLS for passwords and information on the Direct Access Program (DAP)

Basic steps of InterLibrary Loan:

1. Check the Questar III Union catalog first to see if any system school libraries have the item you wish to borrow. For step-by-step directions, please see Questar III’s ILL union catalog instructions or instructions for OPALS users

No results? Check CDLC:

2. Check CaDiLaC Online or the Union List of Serials to see if items are available within the Capital District Library Council region. For step-by-step directions, please see the eForm directions posted to the Questar SLS ILL page. Use these instructions to borrow using the CDLC eForm.

3. If you see something you want to borrow but it’s located at one of the following college libraries, use the ILLiad instructions.

- Albany Law School
- Albany Medical College
- College of Saint Rose
- Fulton Montgomery Community College
- Rensselaer Polytechnic Institute
• Sage Colleges
• Schenectady County Community College
• Siena College
• SUNY Albany
• SUNY Cobleskill
• Union College

4. If you still cannot find what you are looking for, please contact the SLS where we can search a wider range of libraries on OCLC.

Things to Remember:
• Pay attention to due dates!
• When borrowing or returning, keep travel time in mind.
• Be sure you are in compliance with copyright laws.
• Maintain statistics of your lending and borrowing.
• Make sure the correct paperwork accompanies all ILL requests – whether you are the lender or the borrower.

Courier System/Delivery:

WITHIN Questar III

• Most members of the Questar III School Library System have courier pick-up and drop-off delivery at their buildings once a week. If you do not have this service, call the SLS to arrange for the courier to pick up materials. This courier service enables all school libraries within the 3 counties to enjoy resource sharing on a regular schedule.

• When you are using the Questar courier for lending and borrowing, please label materials clearly - identifying the name of the school and the person to which the items are being sent. Please label envelopes clearly or use Questar ILL slips when sending items.

OUTSIDE Questar III

• When sending materials to libraries outside of our system, please send to Questar III SLS, Attn: Jane Bentley. Indicate where the item should go and Questar III will be responsible for labeling the item with the delivery code.
**Reporting Your ILL Statistics:**

Maintaining ILL statistics is a very important part of resources sharing. All of our statistics and evaluation results are reported to NYSED in our annual report. This information is used to determine funding for our School Library System. You will notice some categories in the ILL Statistics do not pertain to your library. However, **do** fill in those categories from which you have borrowed and loaned. Even if you have little or no ILL activity, it is helpful for our reporting purposes to receive your forms. Our annual report for the state is due in July. Please use the forms available on the SLS website and return them by the January and June due dates to the SLS office.

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**THE INTERLIBRARY LOAN PROTOCOL FOR THE CAPITAL DISTRICT LIBRARY COUNCIL**

Approved by the Board of Trustees, February 15, 2002

Whereas:
At their first meeting, the CDLC Board of Trustees adopted the principle that library material that was available for circulation to a library's own patrons would be available for lending to member libraries of the Council. It was also agreed that in the matter of serial requests material may be photocopied in lieu of lending, such photocopies to be done gratis.

Whereas:
In the intervening years bibliographic control, technology, the economy, staffing and state funding for libraries and library systems has changed necessitating a review of the library resource sharing relationship of CDLC member libraries and library systems. For the purposes of this document [the Protocol] a member is a member library of CDLC or a member of a CDLC member library system.

Whereas:
New York State supports library services for the Capital District with grants to libraries and library systems totaling over $4,000,000 annually. Funding in this amount brings with it an obligation to furnish meaningful statistics and auditable accountability to New York State Education Department (NYSED).

In addition, CDLC institutions (including library system members) spend over $10,000,000 annually in support of library acquisitions. Such an investment requires an efficient and cost effective program for utilizing the results of this investment.
Therefore:
The following principles apply to library resource sharing among libraries and library systems of the Capital District Library Council.

I. Library resource sharing is intended primarily for the support of individual research. This Protocol covers print material (books and periodicals); lending of other types of library materials is at the discretion of the library.

II. Gratis photocopies in lieu of lending are continued with the lending library obligated to provide up to 33 exposures (the current NYSILL limit) per request. Libraries may opt to charge a fee for, or to refuse to photocopy, requests in excess of 33 exposures.

III. Sharing of electronic resources is at the discretion of the subscribing library, and subject to copyright and license restrictions.

IV. Interlibrary loans are between libraries not individuals.
   A. A library’s decision not to borrow on behalf of a certain segment of its own clientele does not lessen its obligations to lend to another library having no such restrictions.
   B. Payment for lost or damaged items is the responsibility of the borrowing library. (Direct Access Program (DAP) loans are the responsibility of the patron.

V. Bibliographic information needed for ILL is based on the needs of the library filling the request. Data for statistical information is based on the needs of CDLC and NYSED to support the programs at the funding level deemed necessary. The elements of both kinds of data should be agreed on by COIL after consultation with RAAC and CCD committees. Final assent shall be from the CDLC Board of Trustees to ensure that the Council and NYSED have the necessary core data for program support and to maintain the CDLC Plan of Service.

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