CDLC’s Resource Sharing Network & Tools
A CALA Spring Lunch and Learn Event

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CDLC is one of 9 councils that collectively make up ESLN

CDLC’s Resource Sharing Tools

CaDiLaC
A discovery tool that lets you search the holdings of CDLC member libraries all at once using Z39.50

ILL Directory
The directory lists contact and lending information about CDLC members participating in the eForm.

ILL eForm
An semi-automated system that assists CDLC members in sending ILL requests to each other.

Union List of Serials
A discovery tool that lets you search the serial holdings of CDLC members.

Public Library Systems and School Library Systems do not reflect their individual libraries
CaDiLaC

- Discovery tool that searches the catalogs of CDLC member libraries and library systems (three regional public library systems and four school library systems)

- Updated in real time

CaDiLaC tips & tricks

- Some serials are included
- Note different symbols Book / eBook / Serial / Map
- Advanced Search
- Put titles in quotes
  - Stop phrase Any 2-3 letter word
- Clicking into member catalogs for more details
- Partial Union Catalog is part of CaDiLaC
  - It includes records from about 45 libraries
Directory of CDLC member libraries with their ILL contact information and lending policies

Self-reporting: update your directory holdings when your policies or personnel change

CDLC ILL Directory

Use this form to request items directly from other regional libraries

This form is pre-populated from the ILL Directory listings

If your library is currently not a participating library but would like to be, please contact CDLC

Note RPI does not currently accept the eForm but you can set up an ILLiad account to make direct requests
**New ‘Staff Request’ Button**

**What the Staff Request button does**

- Merges CaDiLaC and the ILL E-Form
- Making it a time saver

CaDiLaC | **Staff Request** | ILL eForm

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**Merging CaDiLaC and the ILL E-Form**

- Pre-populates the ILL E-Form with bibliographic data from CaDiLaC
- You will now see a list of all libraries that hold the item toward the bottom of the screen
- Check each library catalog by clicking on their name and their catalog will open in a new window
- Call numbers are automatically populated after selecting a library
- Is for staff use only—will log in using your ILL eForm credentials
CDLC ILL eForm Tips & Tricks

- Wait until the arrow stops spinning for complete search
- Check for availability
- You can only ask for copies of E-Resources due to Copyright
- Keep track of own requests
  - Should get a CC'ed email
  - New log feature is in the works to keep track of requests
- Be aware that the "Borrower Contact Info" field is currently shared with other libraries
  - Use a barcode or some other identifier for patron privacy
- If your own library system does not participate in OCLC Borrowing & Lending CDLC can help

Filling an eForm Request

- Respond to email within 4 business days
- Clear Due Date
- Send with paperwork
  - Copy of eForm
- When sending via courier make sure item is clearly labeled
New Features in the Works for the ILL eForm

- Log button
- Easier to reply to sender

Union List of Serials

What is it

- Single point of access to check holdings information for more than 36,000 serial titles held by CDLC libraries
- Updated semi-annually with OCLC records that have been input by CDLC and member libraries

Sending request for article

Use non autogenerated ILL eForm

Union List of Serials Tips & Tricks

- Click on an institution name to see a complete list of their serial holdings.
- Words of three or fewer characters are not indexed for keyword searching, e.g. a search for 'the new republic' -- without the quotes -- will return everything with 'republic' in the title.
- Double quotes around a phrase will search for that exact phrase, e.g. a search for "the new republic" -- with the quotes -- will return just "The New Republic".
- The asterisk (*) is a wildcard character and only works at the end of a string. Putting an asterisk at the end of a string will return everything beginning with that string.
- No preceding or succeeding title information is available in this product.
Two things to remember about delivery

1. Clear Labeling
2. Time-sensitive material should be mailed using USPS Library Mail Rate

Where can I find out what courier a library is on?

- Public Libraries
- School Libraries
- Academic
- Empire Library Delivery Network
MVLS to Gloversville HS

- MVLS to UHLS via ALDS Courier
- UHLS to CDLC (hand carried)
- CDLC to FMCC (via ELD)
- FMCC to HFM (HFM Courier)
- HFM to school (HFM Courier)

Thank you!

Questions?

A survey will be sent

If you have any other questions please feel free to email me at ewager@cdlc.org or call CDLC at 518-438-2500