Your library is a member of the Capital District Library Council (CDLC), a non-profit organization that provides resources and support to libraries and cultural institutions in ten counties of upstate New York. As a member of CDLC, your library has elected to participate in the Direct Access Program (DAP), which enables you to borrow materials directly from other participating libraries when necessary for your research.

Once the librarian explains the program and you agree to the program’s requirements they will issue you the necessary card to use at participating libraries. The librarian might help you search the online catalogs of academic and other libraries to determine which library has the material you need and whether or not they participate in the program.

Use of DAP is a privilege available to responsible and serious library users, as determined by the home library. You are expected to become familiar and comply with the policies and rules of the library you are using.

Be sure to observe the date due and return materials promptly to the library from which you borrowed them. Not all libraries send courtesy overdue notices, but you are still responsible for returning materials on time, and you are responsible for paying any fines you incur.

Occasionally, you may receive a recall notice. This means the library needs the material for another user. This is typical in academic settings. Be sure to return the item(s) promptly, if not, you may find yourself responsible for paying heavy fines for noncompliance.

In most cases, you will be able to borrow circulating materials in all subject fields. Occasionally, public use of a library may be restricted; in those cases, only certain subject areas are available to DAP users. Check out the CDLC Online Directory of Participating Libraries to find out what those restrictions might be. Better yet, call ahead before you visit the library. Often, licensed online research databases will not be available to you because of licensing restrictions.

You are expected to pay any fines or fees you incur as a user of the library to which you are being referred. If your record is unsatisfactory, your DAP privileges will be withdrawn and your status at your home library will be jeopardized.

We hope you enjoy the special privileges of DAP, one of a wide range of direct support programs available to patrons at Council member libraries.

(revised 3/2017)