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](http://bit.ly/CDLCEFormUsers).

1. **Search CaDiLaC to find a resource** ([http://cdlc.indexdata.com/](http://cdlc.indexdata.com/))
   - If the resource is found click on the *Staff Request* button.
   - If you cannot find the resource you are looking for please proceed to this link ([http://bit.ly/CDLCEForm](http://bit.ly/CDLCEForm) and send an eForm to CDLC who will try to locate the item for you outside of the area.

2. **Log into eForm**
   - 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 CDLC (ill@cdlc.org).

3. **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/CDLCLiAdmin](http://bit.ly/CDLCLiAdmin)).

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**.
   - 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](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/CDLCLiDirect](http://bit.ly/CDLCLiDirect)).

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https://cdlc.libguides.com/eform_tutorials/staff_request_button

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