Sending ILL Requests via the CDLC ILL 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 where a resource is located** ([http://cdlc.indexdata.com/](http://cdlc.indexdata.com/))
   - If you **cannot find** the resource you are looking for please **send an eForm to CDLC** who will try to locate the item for you outside of the area.

   - Open in separate window so the info from CaDilaC is still viewable.
   - The eForm can also be accessed on CDLC’s homepage ([www.cdlc.org](http://www.cdlc.org)) by clicking on the brown button found on the right side.

3. **Log into eForm**
   - Select **your own library** from the drop-down menu.
   - Click **Enter**.
   - 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**).

4. **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/CDLCillAdmin](http://bit.ly/CDLCillAdmin)).

5. **Fill in as much information as possible about the item you are requesting**
   - For photocopies, please remember to specify the article title, chapter numbers and/or page numbers.
   - Click on **Loan or Photocopy**.
   - It is really helpful if you can find a **call number**.
     - The call number can be found by clicking through to a specific library’s catalog.

6. **After completing item info, select a location from the drop-down menu to send the request**
   - The eForm only sends a request to one **location at a time**.
   - It is highly recommended that you **choose an individual library instead of a system** (ie. choose Saratoga Springs Public Library instead of MVLS).
   - Remember to check the box if you would like a copy of the eForm.
   - Click **Submit**.

7. **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](http://bit.ly/CDLCilldirect)).