

HOW TO BORROW INTERLIBRARY LOAN MATERIALS FROM THE NEW YORK STATE LIBRARY

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Overview

The New York State Library extends borrowing privileges to all public libraries in the state. Each library has an established account for borrowing. Please direct any questions to their Interlibrary Loan department at 518-474-5383.

There is no fee for this service, aside from return postage. Member libraries make their own decisions about whether that cost is passed on to patrons. Generally the United States Post Office's fees are the lowest. Be aware of the estimated delivery date for the carrier you select.

Borrowing is not restricted to books.

The State Archives also has archival materials, including microfilm that they loan when they have duplicates and when there is no legally restricted information involved. To see the State Library's collections, visit nysl.nysed.gov.

While the New York State Library (<http://nysl.nysed.gov>) is a SirsiDynix customer, and the user interface will be familiar, borrowing libraries are asked to use an interface called ILLiad because of additional features it offers for interlibrary loan. Only materials in the collection and available for borrowing can be interlibrary loaned.

Plan Ahead

1. For archival materials, review the information at <http://www.archives.nysed.gov/aindex.shtml>. The Archive accepts requests to borrow from libraries only through email and do not loan directly to individuals.
2. For other materials, prepare by reading information about the New York State Library's interlibrary loan service at <http://nysl.illiad.oclc.org/illiad/lending/LendingFirstTime.html> and the FAQ about ILLiad at <http://nysl.illiad.oclc.org/illiad/faq.html>
3. If you do not know your library's registration number and password, please contact Cindy Stark (cstark@mail.nysed.gov or call 518-474-5129).

Placing a Request at the State Library

1. Search the State Library's catalog (go to <http://nysl.nysed.gov> and click on Catalog).
2. When you have identified an item you want to borrow, open a second tab in your browser and go to <http://nysl.illiad.oclc.org/illiad/>. Enter your library's user name and password.
3. You can cut and paste information from the catalog into the ILLiad request form.
4. ILLiad will guide you through the steps for placing a request.
5. When you receive the item, enclosures will provide direction for returning it after the patron is finished.