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INTRODUCTION

Welcome to Southeastern Access to Libraries (SEAL) – the SEAL ILL System, a service provided by Southeastern NY Library Resources Council.

SEAL is a discovery tool that facilitates resource sharing among participating libraries in the Southeastern region. It is comprised of a virtual union catalog and an inter-library loan requesting system that works via email. The virtual union catalog (hosted by Index Data) includes links to the catalogs of academic, public, school, and special libraries in the eight (Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, and Ulster) county region of southeastern New York State. As of July 2018, 161 of these libraries are participating in SEAL.

We aim to make this system as easy and intuitive as possible. To use SEAL, users search for their desired item and place a request, which will automatically generate an email to the lender. Lenders choose to lend the item and answer “yes” or “no” within the email. SEAL has a variety of functions similar to other ILL systems, including the ability to search other library holdings, edit your contact and borrowing information, and manage borrowing and lending requests.

We appreciate your help in making the SEAL system work smoothly and efficiently. “Interlibrary loan is based on a tradition of sharing resources between various types and sizes of libraries and the belief that no library, regardless of its size or budget, is completely self-sufficient. . . .Though some libraries are net borrowers (borrow more than they lend) and others are net lenders (lend more than they borrow), the system of interlibrary loan rests on the belief that all libraries have something to contribute and should be willing to lend if they are willing to borrow.” Quoted from the Southeastern Regional Interlibrary Code.

If you have any questions about using the SEAL ILL System, please contact Resource Sharing and Cataloging Librarian Kelsey Milner at ILL@senylrc.org. You can also call (845)-883-9065 ext. 115.

(Revised July 2018)
OVERVIEW OF THE PROCESS

Register for a user account.
A. Obtain the Registration Code from Southeastern.
B. Go to https://seal.senylrc.org/user/register and create a user account. For Username, common formats are your email address OR first initial and last name.
C. Southeastern will confirm your account.
D. Set your library as a lender in My account → Library Lending Profile → Suspend ILL: NO or send an email to ILL@senylrc.org.

AND

Receive SEAL training using one or more of the following options:
- Pre-recorded online videos
- Online webinar
- In-person class
- Walk-through with Southeastern staff over the phone

Borrowing

SEARCH
Go to https://seal.senylrc.org/and search for material.
Identify the item from the list of hits.
Review available libraries.
Click Request for the request form.

EMAIL
Your name and library information displays.
Enter need-by-date.
Use Notes box as needed. Add patron barcode if useful to you.
Select a library.
Click Submit.
The ILL request is emailed to the lending library.

Lending

ANSWER
Receive an email request from another library.
Determine if your library will lend the item requested. Click Yes or No.on the email.

If No, there are no further steps.

LOAN
If you clicked Yes, check-out the item to the borrowing library in your circulation system.
Ship the material to the borrowing library.
GETTING STARTED – REGISTER FOR AN ACCOUNT

In a web browser, go to https://seal.senylrc.org. This is the SEAL home page.

Figure 1 SEAL Gateway Screen

Simple Search box

Advanced Search box. Use to combine terms.

Search & Email, Answer & Loan

Click to Login or create an account.

Directory of participating SEAL ILL System libraries.

ILL Referral form for medical resources.

Southeastern NY Library Resources Council

Southeastern NY Library Resources Council

Southeastern Access to Libraries

Staff Login

Welcome to the Gateway for Library Catalogs in Southeastern New York

Search for books, magazines and other resources available in the academic, special, public, and school library community in southeastern New York— all from one search screen.

To search, click on the Search button. It is not necessary to login in order to search the virtual union catalog.

If you identify material you want to use, please see the staff of your local library. Each library in the region is committed to providing access to resources for its users and can work with you to make those resources available for you.

This catalog is driven by 239.50 software, the nature of which may result in unpredictable results. If your search does not provide you with the information you want, please contact your local library for help.

Search & Email, Answer & Loan

SEAL is a service of Southeastern NY Library Resources Council

Southeastern NY Library Resources Council

21 S. Ewing Corners Rd
Highland, NY 12528
(845) 883-9065
www.senylrc.org

SEAL Library Staff Login

SEAL ILL Directory

Southeastern ILL Form
Anyone can come to the SEAL site and begin searching for resources. However, if you process interlibrary loan requests for your library, you will need to create a **user** account.

**How to create an account:**

1. Go to the SEAL Library Staff login: https://seal.senylrc.org/user or use the **SEAL Library Staff Login** link found on the SEAL gateway page.
2. Click **Create new account**. A red asterisk indicates a required field.
3. Fill in the following information:
   - **Registration code.** The code can be obtained during a training session, or you can contact Southeastern.
   - **Username.** Create your own. You can use your email address if it’s unique to you, use your first initial and last name, or create your own.
   - **Email address.** Enter your work email address. This email address will be used for contacting you to confirm your account or if you forget your password.
   - **Enter information to identify yourself and the library where you work.**
   - **LOC code – Library of Congress Marc code (Not required)**
   - **OCLC symbol (Optional)**
   - **Home Library System** – Select the library system to which your library belongs from the following:
     - Dutchess School Library System
     - Mid-Hudson Library System
     - Orange-Ulster School Library System
     - Ramapo Catskill Library System
     - Rockland School Library System
     - Southeastern NY Library Resources Council (SENYLRC)
     - Sullivan School Library System
     - Ulster School Library System
   - **Terms & Conditions of Use.** Please read the terms and conditions and click the box to accept them.

When you are finished, click **Create new account**. Southeastern will first need to approve your account. You will receive an email in a day or two from noc@senylrc.org with a confirmation once it is approved. The email will include a link for you to login and set your password.
### User account

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration Code</strong></td>
<td>Please enter your registration code.</td>
</tr>
<tr>
<td><strong>Username</strong></td>
<td>Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.</td>
</tr>
<tr>
<td><strong>E-mail address</strong></td>
<td>A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.</td>
</tr>
<tr>
<td><strong>First Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Your Institution</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City State Zip</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Work Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>LOC Location Code (Optional)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OCLC Symbol (Optional)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Home Library System</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Select a value -
Figure 3 Create a User Account Pt 2, Terms and Conditions of Use

<table>
<thead>
<tr>
<th>Terms and Conditions of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. We will keep our contact information current. If our lending email address changes, we will update it in SEAL.</td>
</tr>
<tr>
<td>2. We agree to abide by the Regional ILL Code and Procedures <a href="http://www.senylrc.org/ILL">http://www.senylrc.org/ILL</a>. Fundamental concepts of these documents include the following:</td>
</tr>
<tr>
<td>a. Interlibrary loan is based on a tradition of sharing resources between various types and sizes of libraries and rests on the belief that no library, no matter how large or well supported, is self-sufficient. It is also evident that some libraries are net lenders and others are net borrowers, but the system of interlibrary loan still rests on the belief that all libraries should be willing to lend if they are willing to borrow.</td>
</tr>
<tr>
<td>b. A requesting library bears full responsibility for the safety of the borrowed item from the time the material leaves the lending library until it is received back at the lending library.</td>
</tr>
<tr>
<td>c. For copy requests, the requesting library must comply with the U.S. copyright law Title 17, Chapter 1 § 108. Limitations on exclusive rights: Reproduction by libraries and archives. U.S. Code (<a href="http://www.copyright.gov/title17/17u1chapt1.html#108">http://www.copyright.gov/title17/17u1chapt1.html#108</a>) and the Guidelines for the Provision of Subsection 108(g)(2) (<a href="http://old.cnl.org/docs/infolit/CONTU.html">http://old.cnl.org/docs/infolit/CONTU.html</a>) as prepared by the National Commission on New Technological Uses of Copyright Works. (CONTU)</td>
</tr>
<tr>
<td>d. The supplying library should process requests in a timely manner.</td>
</tr>
<tr>
<td>e. Member libraries in the regional systems will not charge other libraries in the region for loans or for photocopies of 50 pages or less.</td>
</tr>
</tbody>
</table>

![Accept Terms & Conditions of Use *](image)

Create new account

Once you have created a staff account, use the My account link on the bottom of the SEAL home page to do the following:

- **Edit** your contact and login information,
- **See All Requests PLACED By Your Library**
- **See All Requests RECEIVED By Your Library**
- **Manage your Library Lending Profile** including suspending ILL for staffing issues or library renovations and relocations. You can also note the types of items you are willing to loan.
  - To begin as a lender, make sure the email address for your library as a lender is correct.
  - Libraries begin suspended. Change the Suspension to “No” to begin borrowing and lending.
- **Link to Library Borrower Stats.**
- **Link to Library Lender Stats.**
The Search box at the top of the SEAL home page is also called Simple Search. It allows for keyword searching. You can combine terms from a title and author. A common title such as Tale of Two Cities or the terms “Dickens tale” will return a large number of hits. The following is an example of a simple search that returned a small number of hits. This search was for the title The grizzly bear family book by Michio Hoshino. The words grizzly and michio were entered.
**Advanced Search:**

The advanced search lets you

- ✔ Combine terms such as author and title as well as search for subjects and ISBNs.
- ✔ Change the sorting of the results list.
- ✔ Change the number of results per page.
- ✔ The system defaults to “This phrase” for title search and for author search.

![Advanced Search screen](image)

*Figure 7 Advanced Search screen*
A combined author / title search will help narrow down search results.

**Figure 8 Author and title search**

This page allows you to enter more detailed search terms. The more fields you fill in, the smaller your set of results will be.

- **Keyword(s)**
- **Title**
- **Author**
- **Subject(s)**
- **ISBN**

**Sort by**: title

**Results per page**: 50

**Categories**: All

**Your query**: ti="Lost in the wild" and au="Griffith, Cary"

**Figure 9 Results from Author & Title search**

- **Format**: Books
- **Source**: Rockland Community College (1), Mid-Hudson Library System (1)
- **Subject**: Boundary Waters Canoe Area (Minn.), Cary J. Search and rescue operations, Wilderness survival

Author
Griffith, Cary J.
Using a results list:
Click on a **format** or **source** to narrow your results list.

Click on the **title** to display the holding libraries.

**Icons** show format of the item. Hover your mouse over the icon to display the library and library system catalogs including the title.

**Figure 10 Search results list**

![Search results list screenshot](image-url)
The format of Books was selected to narrow this search. In the Search box, the word All is now highlighted in an amber color. Click on All to undo the narrowing selection and return to the previous screen. Or use your browser’s back arrow.

Figure 11 Search narrowed by format

![Image of search results with format selected](image)

The title screen displays holding libraries. Many catalogs will display the local availability. If it does not, click on the name of the library to go to that library’s catalog and identify the circulation status of the material.

Figure 12 Title screen

![Image of title screen with library holdings](image)
REQUESTING

Procedure to request print / physical materials:

1. Login and Search for the title.
2. Click on the title to review holdings.
3. Click on the **Request** button for the request form. Your user information will display.
4. Enter a need by date or leave blank.
5. Use the note box as needed. Add your patron’s barcode if your library opts to do so.
6. Select **No** for “Is this a request for an article?”
7. Click on the drop down menu and select a lending library. Click **Submit**.
8. The system will send an email to the lending library that you have selected. You will receive an email copy of your request, which includes an option to cancel it if necessary.
9. When the lender responds to the email, you will receive an email indicating whether the request was filled or not.

(See **figure 14** for an example)

Note: If you need to contact the lending library, **don’t** respond directly to the automatic email you received from SEAL. Responses will be sent to Southeastern and not the library you are trying to reach.

Some guidelines for requesting:

1. Use SEAL after you determine the item is not owned by your library or shared circulation system, or that you cannot reasonably obtain an item through your system’s circulation holds.
2. Determine whether or not a desired print item is appropriate for a SEAL request. Material that is very new, on reserve, on hold, or located in a reference collection won’t be available. Similarly, local history and rare book collections are generally not allowed to circulate. Select a location where the item availability is “on shelf” or “checked In”. See the chart on the next page for more information.
3. Materials in electronic format including audiobooks, e-books, and online videos are not available to be loaned. Copies from articles in e-journals will not be available via interlibrary loan.
4. Southeastern requests medical books and periodical articles on behalf of all libraries in the region using the OCLC ILL system and the National Library of Medicine’s DOCLINE system. Lender’s fees for these requests are subsidized through the Southeastern administered Medical Information Services Program (MISP) at no cost to the borrowing library.
   a. For copies of articles from medical journals, submit your request on Southeastern’s website at http://www.senylrc.org/illrequest.
   b. For books and AV materials of a medical topic, search first in your library or library system’s catalog, then search SEAL. If not available, submit your request via Southeastern’s referral form at: http://www.senylrc.org/illrequest.
<table>
<thead>
<tr>
<th>Potentially available via SEAL</th>
<th>Not available via SEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>A date is listed.</td>
</tr>
<tr>
<td></td>
<td>Example: 4/3/2016</td>
</tr>
<tr>
<td>CHECKED IN Available</td>
<td>Item is checked out.</td>
</tr>
<tr>
<td></td>
<td>Example: DUE 04-03-16</td>
</tr>
<tr>
<td></td>
<td>DUE 11-19-15 BILLED</td>
</tr>
<tr>
<td>ON SHELF</td>
<td>Coming soon</td>
</tr>
<tr>
<td></td>
<td>Copies on order</td>
</tr>
<tr>
<td>For Adelphi – check in their catalog. Must list Hudson Valley On Shelf</td>
<td>For Adelphi – Swirbul, Manhattan Center or Hauppauge Reserve</td>
</tr>
<tr>
<td>In RCLS catalog: ILL OK</td>
<td>e-Books</td>
</tr>
<tr>
<td>Check Shelves</td>
<td>e-Recordings</td>
</tr>
<tr>
<td></td>
<td>Books circulated on electronic devices such as Amazon Kindle, and Nook readers.</td>
</tr>
<tr>
<td></td>
<td>Electronic book</td>
</tr>
<tr>
<td></td>
<td>IN LIBRARY USE</td>
</tr>
<tr>
<td></td>
<td>LIB Use Only</td>
</tr>
<tr>
<td></td>
<td>IN PROCESSING</td>
</tr>
<tr>
<td></td>
<td>IN TRANSIT +1 HOLD</td>
</tr>
<tr>
<td></td>
<td>LOCAL HISTORY or LH or HHHC</td>
</tr>
<tr>
<td></td>
<td>LOST AND PAID</td>
</tr>
<tr>
<td>New books designated for local patrons only</td>
<td>ON HOLDSHELF</td>
</tr>
<tr>
<td></td>
<td>ONLINE</td>
</tr>
<tr>
<td></td>
<td>Reference or REF</td>
</tr>
<tr>
<td></td>
<td>REPAIR</td>
</tr>
<tr>
<td></td>
<td>Reserve</td>
</tr>
<tr>
<td>Titles with hold lists</td>
<td>Example: 151 holds on first copy returned of 72 copies</td>
</tr>
</tbody>
</table>
Guidelines for selecting a lender in SEAL

<table>
<thead>
<tr>
<th>My library is the following library or a member of this system</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic and special library members of Southeastern</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finkelstein Memorial Library (RCLS member)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Hudson Library System</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ramapo Catskill Library System</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School libraries in Dutchess, Orange-Ulster, Rockland, Sullivan and Ulster School Library Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1st: Other Southeastern members
2nd: Public libraries
3rd: School Libraries
4th: School Libraries
The frugal innovator - creating change on a shoestring budget, Charles Leadbeater

Description:

1. Ask for the impossible - 2. The rush - 3. The squeeze - 4. The crunch - 5. The swell - 6. Lean - 7. Simple - 8. Clean - 9. Social - 10. Who, how where? - 11. In reverse - 12. Our frugal future: Frugal innovation is a powerful new model for creating solutions for a world struggling with rapid population growth, exploding demand from consumers on modest incomes, and global pressure to minimize environmental damage. This new wave of innovation started in the developing world but is spreading globally. This inspiring book provides an insight into what promises to become a worldwide movement as large companies in developed economies start to learn from entrepreneurs in the developing world, who are coming up with radical solutions to pressing challenges. Frugal innovators follow four design principles to create these solutions: lean, simple, clean and social. Frugal innovations are defining these new solutions for clean water and energy, affordable housing and health care, because the constraints they work under give them no option but to think radically and challenge conventional wisdom. By unpacking the principles, drivers and methods for frugal innovation, Leadbeater's analysis and case studies lead to practical how-to strategies for applying frugal innovation wherever you work.

Source

Adelphi University - Hudson Valley Center  Swirbul  HD53.L42 2014  ON SHELF
Dutchess Community College  Dutchess Community College  658.421 L434 2014  Available
Orange County Community College  Middletown Library  658.4 L469  Available

Request Details

First Name: Judy
Last Name: Fischetti
E-mail: judyf@senylic.org
Institution: SENVIRC
Work Phone: 845-883-9065
Mailing Address:
215 Elting Corners Rd
Highland NY 12528

Need by date

Note

Is this a request for an article? Yes ☐ No ☐

Requested Title: The frugal innovator:
Requested Author: Leadbeater, Charles
Item Type: book
Publication Date: 2014
ISBN: 9781137335364 (hardback)

Please Select a library:

Submit
**Procedure to request periodical articles:**

1. Search for the journal title using the simple or advanced search.
2. You can also search by the ISSN using either the ISBN or keyword fields in Advanced Search.
3. To narrow a large search results list, click on “Journals” in the Format list on the left hand side of the screen.
4. Click on the journal title to determine availability.
5. Click on the **Request** button.
6. Fill in Need by Date, if applicable.
7. Is this a request for an article? Respond **YES**. The article request form will display.
8. Fill in the following information as thoroughly as possible:
   
   a. Article Title
   b. Article author
   c. Volume / Issue
   d. Pages
   e. Issue Month / Year

   f. Copyright Compliance – select CCG or CCL. Not sure which to use? Refer to the CONTU Guidelines at http://digital-law-online.info/CONTU/contu24.html

9. Check for holdings and select a library.
10. Click **Submit**.

---

**Figure 15 Photocopy request**

<table>
<thead>
<tr>
<th>Need by date</th>
<th>Note</th>
</tr>
</thead>
</table>

**Is this a request for an article?** Yes ☑️ No ☐

**Article Title:** NASA set to move Pluto back up its priority list

**Article Author:** Tony Reichhardt

**Volume:** 408

**Issue:** 6615

**Pages:** 889

**Issue Month:** December

**Issue Year:** 2000

**Copyright compliance:** CCG

**Requested Title:** Nature

**Requested Author:**

**Item Type:** Journal

**Publication Date:**

**ISSN:** 1476-4887

**Please Select a library** ☑️ **Submit**
RECEIVING, RENEWING, AND RETURNING

Once you receive your item from the lending library, be sure to update the item’s status in SEAL. This will let the lender know an ILL has arrived safely without any delivery issues.

Procedure to update status to “Received”:

1. Click on My account on the SEAL homepage.
2. Choose the option See All Requests PLACED By Your Library.
3. Find the request for the item you just received. Your past requests will show up in chronological order. You can also search directly by ILL# to find a specific request.
4. Click Received item under the “Action” tab.
5. This will update the status of the item with a date of receipt.

Figure 16 Updating an item’s status to received

Renewing and Returning:

Once an item is received, you can change the status in other ways. The action section in your request history will update to include two new options: Request a renew, and return item.

You receive a reminder email when a due date is approaching. If your patron needs more time with an item, click Request a renew. This generates an email to the lender requesting a renewal. If they answer yes, an email will be sent to you with the updated due date.

Figure 17 Requesting a renewal or returning an item

Once an ILL item has been returned by the patron and mailed back, click Return Item. A screen will appear with a drop-down menu for delivery methods, as well as a notes option if needed. Fill these in and click Submit. The lender will be able to check the status and see if an item is on its way back.
RESPONDING TO LOAN REQUESTS

After receiving training, staff at libraries that will lend materials in the SEAL System should update their lending profile, located within their user account. Indicate the email address to be used for ILL requests and set the suspension to “No, signifying that the library is actively filling requests.

When a borrowing library’s staff member selects your library for a loan and clicks Submit, you will automatically receive an email asking if you can fill the request.

You respond to the email Yes or No, depending on the availability of the item. It is recommended that you only respond yes once you have the item in hand.

Figure 18 Email Request to a Lender

An ILL request (2016-59) has been created for the following:

Title: The small library manager
Author:
Item Type: book
Publication Date: 2014
ISBN: 9781442239876

Call Number: Z0675 S57 S65 02014
Availability Status: Available

The title is requested by the following library:
SENYLRC
21 S. Elting Corners Rd
Highland NY 12528

This item is needed by September 30, 2016

The request was created by:
Judy Fischetti
judyf@senylrc.org
845-883-9065

Will you fill this request? Yes No

Requests will expire after five days. Try to respond as soon as possible so the borrowing organization can find another lender if needed.

If you choose Yes, the following screen displays:
The ship method menu includes options for US Mail, Mid-Hudson / RCLS courier, Empire Delivery, UPS, and FedEx. Including your method will be helpful for the borrowing library to determine when / how the item will arrive, and in some cases, the method they should use to return it.

If you can’t loan the item, choose No in the email. There is a drop-down menu for reasons why an item can’t be loaned, such as “In Use”, “Lost”, “Non-Circulating”, and “Not on Shelf.” An email will be automatically sent to the borrowing library letting them know the request could not be filled.

Lending:

1. Material loaned via the SEAL ILL System is checked out to the library requesting the item. Use your ILS system to keep track of the borrower, item, and due date.
2. Ship the item to the borrowing library. Public libraries should check with Mid-Hudson or Ramapo Catskill Library Systems for instructions on shipping materials to public libraries in the other system, and to academic libraries using the Empire Library Delivery System (ELD).
3. If the borrowing library requests a renewal, an email will be generated and sent to your inbox. You will have the option to approve or deny the request, and choose a new due date. You can also approve / deny it directly in SEAL, in the See All Requests RECEIVED By Your Library option in your account.
4. If you need to reach the borrowing library, their contact information is located in the SEAL directory, the initial email request you received from SEAL, and in your request history.
5. When the item is returned, check it back in your ILS. Update the status in SEAL to “checked in.”
MANAGEMENT OF REQUESTS

For the most part, keeping track of requests will be handled by a library’s / library system’s shared circulation system. If a library does not have an electronic circulation system, keep track of requests manually as you do any item checked out to a patron.

A history of requesting with lender response is logged by the SEAL ILL System. You can see your queues by the following procedure:

1. Login to SEAL.
2. When logged in, click the My account button, located on the bottom left of the homepage.
3. Your account information will show. The following options will display your library’s borrowing and lending history:

   See All Requests PLACED By Your Library
   See All Requests RECEIVED By Your Library

Clicking one of these options will display all of your past requests chronologically. If you need to locate a specific request, you can search by fill status, ILL#, and destination.

In My Account you can also access a broad overview of your lending and borrowing statistics through the following options:

Link to Library Borrower Stats
Link to Library Lender Stats

After clicking on one of the options, you will be prompted to enter the range of dates you need data on.

Once you hit submit you will be able to see data including the total number of your requests, as well as how many were filled, not filled, cancelled, or not answered. The data includes raw numbers as well as percentages.
TIPS AND EXCEPTIONS

1. Hold your mouse over a book icon for more information.

   Figure 21 Hover your mouse over icon

2. There is an ILL directory available which lists each of the participating libraries, including their contact information and loaning options. The directory also states whether the account is currently accepting requests, which is particularly useful during the summer months when some school/college libraries aren’t loaning. Users can search the directory by library name or library system. The link to the directory is on the bottom right of the SEAL homepage.

   Figure 22 Search options for the directory

3. If you are trying to request an item and no libraries appear in the “Please select a library” drop-down bar, it means no participating SEAL libraries have that item available.
4. If you need to know whether a library is an Empire Library Delivery member, you can search the list of participating libraries at: https://docs.google.com/spreadsheets/d/1UBKKwK-Xparg91KwbQO1G7jre-lVayhEcutSYbw1ziE/edit#gid=0

5. Borrowers can cancel a request from the email received after placing a request, or from their borrowing queue “See All Requests PLACED By Your Library.” Similarly, lenders can respond to requests from the email or from their lending queue “See All Requests RECEIVED By Your Library.”

6. The Adelphi University Hudson Valley Center library is a member of Southeastern NY Library Resources Council. The main campus of Adelphi University is located in Garden City Long Island and is not a member of Southeastern. All Adelphi University libraries share a union catalog however, only items that display in their catalog as “Hudson Valley” are available for requesting.

7. The Following is an example of incomplete records. The SEAL system is displaying what is in the library/library system’s catalog.

If you have questions about using the SEAL ILL System, please contact Kelsey Milner at ILL@senylrc.org or call (845)-883-9065 ext. 115.