MANUAL FOR LIBRARY STAFF

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Highland, NY 12528
(845) 883-9065
http://www.senylrc.org
INTRODUCTION


SEAL includes a virtual union catalog and requesting via email. The virtual union catalog is hosted by Index Data and 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.

Steps to use the new version will include searching and emailing a request by a borrowing library. Lenders will receive a request via email and will answer “yes” or “no” to the request and loan the item. Further monitoring of the request will be handled by the library/library system’s ILS circulation system.

Why a new version of SEAL? The previous VDX software used by SEAL was an OCLC product. Several years ago, OCLC announced plans to discontinue support for VDX. The SENYLRC Board of Trustees convened the Technology and Review Committee to find a new platform. After considering many options, TRAC recommended to the Board of Trustees a virtual union catalog using Master Key software by Index Data and an email requesting system developed by SENYLRC staff.

Staff from more than 200 libraries received training to use the current SEAL ILL System and are encouraged to continue with the new version of SEAL. Libraries in the region that have never joined SEAL are invited to participate in this new version.

We appreciate your help to make this system work smoothly and efficiently. “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.” Quoted from the Southeastern Regional Interlibrary Loan Code
SOEASTERN NY LIBRARY RESOURCES COUNCIL
Search & Email, Answer & Loan

OVERVIEW OF THE PROCESS

Register for a user account.

A. Obtain the Registration Code from SENYLRC.
B. Go to http://seal2.senylrc.org/user/register and create a user account. For Username, common formats are your email address or first initial and last name.
C. SENYLRC 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.

Search

Go to http://seal2.senylrc.org/ and search for material.
Identify the item from the list of hits.
Review available libraries.
Click Request for the request form.

Answer

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

Loan

If you clicked Yes, check-out the item to the borrowing library in your circulation system.
Ship the material to the borrowing library.

If No, there are no further steps.

Attend training via one or more of the following:
✓ Pre-recorded online videos
✓ Online webinar
✓ In-person class

EMAIL

Your name and library information displays.
Enter need-by-date.
Select a library.
Click Submit.
The ILL request is emailed to the lending library.
GETTING STARTED – REGISTER FOR AN ACCOUNT

In a web browser, go to http://seal2.senylrc.org/. This is the SEAL home page.

Figure 1 SEAL Gateway screen
Anyone can come to this site and begin searching. However, if you will process interlibrary loan requests for your library, you need to create a user account.

**Following is the Procedure:**

1. Go to the SEAL Library Staff login: [http://seal2.senylrc.org/user](http://seal2.senylrc.org/user) or use the SEAL Library Staff Login found on the SEAL gateway page.

2. Click “Create new account.” You will be notified by email to confirm your account has been created. 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 SENYLRC.
   - **Username.** Create your own. You can use your email address if it 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

When you are finished, click **Create new account.**

You will receive an email in a day or two from noc@senylrc.org that confirms your account. 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>Registration Code</td>
<td>Please enter your registration code.</td>
</tr>
<tr>
<td>Username</td>
<td>Surnames are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.</td>
</tr>
<tr>
<td>E-mail address</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>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Your Institution</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City State Zip</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>LOC Location Code (Optional)</td>
<td></td>
</tr>
<tr>
<td>OCLC Symbol (Optional)</td>
<td></td>
</tr>
<tr>
<td>Home Library System</td>
<td></td>
</tr>
</tbody>
</table>

Figure 2 Create a User Account Pt 1
Once you have created a staff account, use the My account link on the bottom of the SEAL home page to

- Edit your 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.
SEARCHING

Simple search.

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. 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.

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**Figure 4 Simple Search**

**Figure 5 Simple Search**

**Figure 6 Search results list**
Advanced Search screen.

The advanced search lets you

- Combine terms, author and title as well as 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**
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**

Options:
- All of these words
- Any of these words
- This phrase

**Sort by**: title

**Results per page**: 50

**Categories**: AI

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

Figure 8 Author and title search

**Lost in the wild**—danger and survival in the North woods by Griffith, Cary J. 2006

Preparation — Hidden portage — The start of the trail — Lost — Bushwhacking — First camp — The scream — Deeper into woods — Bugle and backwater...

"True survival odysseys of two wilderness adventurers who entered the woods in search of tranquility— but found something else entirely."—Cover p. (2)

**REQUEST**

Figure 9 Results from Author & Title search
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.

Figure 10 Search results list
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.

Click on the title to display the holding libraries.

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.
REQUESTING

Procedure to request:

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.
4. Your user information will display.
5. Enter a need by date or leave blank.
6. Select Yes or No for “Is this a request for an article?”
7. Click on the drop down menu and select a lending library. Your request will be emailed to this library.
8. Click Submit.
9. The system will send an email to the lending library that you have selected. You will receive an email copy of your request.
10. When the lender responds to the email, the borrower will receive an email indicating if the request was filled or not filled.

Guidelines for requesting:

1. Check your own library catalog or shared circulation system first and if possible, place a hold.
2. When you cannot reasonably obtain an item through your system’s circulation holds or the item is not owned by your library or shared circulation system, use SEAL.
3. Determine whether or not the request is appropriate for a SEAL request. Material that is very new, on reserve, on hold, or located in reference, local history or rare book collections will not be available.
4. Materials in electronic format including audiobooks, e-books and online videos are not available for interlibrary loans. Copies from articles in most journals in electronic format will not be available via interlibrary loan.
5. SENYLRC 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 SENYRLC administered Medical Information Services Program (MISP).
   a. For copies of articles from medical journals, submit your request on SENYLRC’s website at http://www.senylrc.org/illrequest.
   b. For books and A-V 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 SENYLRC’s referral form 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</td>
<td>Item is checked out.</td>
</tr>
<tr>
<td></td>
<td>Example: DUE 04-03-16</td>
</tr>
<tr>
<td>Available</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</td>
<td>For Adelphi –</td>
</tr>
<tr>
<td>Hudson Valley On Shelf</td>
<td>Swirbul, Manhattan Center or</td>
</tr>
<tr>
<td></td>
<td>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, Nook readers and Playaway</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></td>
<td>New books designated for local patrons only</td>
</tr>
<tr>
<td></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></td>
<td>Titles with hold lists</td>
</tr>
<tr>
<td></td>
<td>Example: 151 holds on first copy returned of 72 copies</td>
</tr>
<tr>
<td>My library is the following library or a member of this system</td>
<td>1st</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Academic and special library members of SENYLRC</td>
<td>Other SENYLRC members</td>
</tr>
<tr>
<td>Finkelstein Memorial Library (RCLS member)</td>
<td>Mid-Hudson Library System</td>
</tr>
<tr>
<td>Mid-Hudson Library System</td>
<td>Ramapo Catskill Library System</td>
</tr>
<tr>
<td>Ramapo Catskill Library System</td>
<td>Finkelstein Memorial Library</td>
</tr>
<tr>
<td>School libraries in Dutchess, Orange-Ulster, Rockland, Sullivan and Ulster School Library Systems</td>
<td>Other participating school libraries OR Public libraries</td>
</tr>
</tbody>
</table>
The frugal innovator - creating change on a shoestring budget, Charles Leadbeater

Author: Leadbeater, Charles

Title: The frugal innovator - creating change on a shoestring budget

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, explosive 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 innovators are devising these new solutions for clean water and energy, affordable housing and health care, because the constraints they work under leave 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.” —Provided by publisher.

SOURCES OF THIS TITLE
Adelphi University - Hudson Valley Center View MARC RIS
Dutchess Community College View MARC RIS
Orange County Community College View MARC RIS

Figure 13 Search results for title

Figure 14 ILL request form

Please review the details of your request and then select a library to send your request to.

Requester Details

First Name: Judy
Last Name: Fischetti
E-mail: judyf@senylic.org
Institution: SENYRC
Work Phone: 845.883.9065
Mailing Address:
21 S. Elting Corners Rd
Highland NY 12528

Need by date: June 30, 2016
Is this a request for an article? Yes ☐ No ☐

Requested Title: The frugal innovator
Requested Author: Leadbeater, Charles
Item Type: book
Publication Date: 2014

Please Select a Library

Select a library.

Last, click Submit.
Procedure to request periodical articles.

1. Search for the journal title using the simple search or advanced.
2. Or, if known, search for the ISSN using either the ISBN or keyword fields in Advanced Search.
3. To narrow a large search results, 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 the following information on the request form:
   a. Need by Date
   b. Is this a request for an article? Respond YES. The article request form will display.
   c. Article Title
   d. Article author
   e. Volume/Issue
   f. Pages
   g. Issue Date
   h. Copyright Compliance – select CCG or CCL. Not sure which to use? Refer to the CONTU Guidelines at http://old.cni.org/docs/infopols/CONTU.html
   i. Check for holdings and select a library.
   j. Click Submit.

![Figure 15 Photocopy request](image-url)
RESPONDING TO REQUESTS

After receiving training, staff at libraries that will lend materials in the SEAL ILL System should notify SENYLRC of their intent to loan by an email to ILL@senylrc.org. Indicate the email address to be used for ILL requests.

When a borrowing library's staff member selects a library for a loan and clicks Submit for an ILL request, the system sends the lending library an email.

The lender responds to the email Yes or No.

Figure 16 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 S63 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
LENDING

1. Material loaned via the SEAL ILL System is checked out to the library requesting the item.
2. Check out the item using your library’s or library system’s circulation system.
3. Include the due date with the item.
4. Ship the item to the borrowing library. Public libraries in Mid-Hudson and Ramapo Catskill Library Systems may use the public library systems’ couriers to ship materials to each other and to return items to SUNY New Paltz and Vassar College.
5. When the item is returned, check it back in.
MANAGEMENT OF REQUESTS

For the most part, keeping track of requests will be handled by a library’s or 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, at the bottom of the SEAL gateway page, there is a User menu.
3. Click “My account.”
4. The following are links to your library’s queues:
   - See All Requests PLACED By Your Library
   - See All Requests RECEIVED By Your Library

✓ To renew items, please call or email the lender.

TIPS AND EXCEPTIONS

1. Hold your mouse over a book icon for more information.
2. 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.

![Figure 19 Example of Adelphi's catalog.](image)

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

![Figure 20 Examples of incomplete catalog records](image)

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