

**Appendix**

**Appendix**



Appendix



Semi-Annual Interlibrary Loan Statistics

CIRCLE: July – December January – June

Year: \_\_\_\_\_

Use this sheet to report statistics for school-to-school interlibrary loan activity in your library during a six-month period. Count all items borrowed, all items loaned, items requested but not received, and loans denied. Multiple copies and classroom sets should be included. Informal borrowing and lending and estimated counts are also acceptable.

Submit completed form to the SLS office twice a year, once in December and once in June. Form can be faxed to (315) 433-2649, sent through the BOCES delivery, emailed as an attachment to tpotts@ocmboces.org or US Mail to OCM BOCES SLS, PO Box 4774, Syracuse, NY 13221. Please direct any questions to the SLS office at (315) 433-2663.

[This information meets requirements for NYSED reporting.]


Table with 4 columns: Borrowed (Items Received), Loaned (Items Provided), Borrowed Unfilled (Items Not Received), Loaned Unfilled (Items Not Provided). Includes a TOTAL row at the bottom.

Please sign and date!

SIGNATURE: \_\_\_\_\_ SCHOOL CODE: \_\_\_\_\_
DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

Appendix

INTERLIBRARY  
LOAN



Date Due:

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Here is the **BOOK** you asked for was obtained for you by your school library through the Onondaga-Cortland-Madison School Library System

**001**


**Requesting Library**

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**DATE SENT**

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Here is the **ARTICLE** you asked for.  
It was obtained for you by your school library through the Onondaga-Cortland-Madison School Library System.



Appendix

EXPANDED ILL SERVICE

(CoSer 5722)

RESEARCH REQUEST FORM

OCM BOCES School Library System
(315) 433-2663 (phone) (315) 433-2649 (fax)

District & School: Today's Date: Date Needed By:

Librarian: Phone Number

\*\*\* MUST GO THROUGH SCHOOL LMS \*\*\*

1. Search Topic. Please give a complete description of the information needed. Include synonyms for technical terms. Indicate any aspects of the subject that are to be excluded. Be as detailed as possible.

Three horizontal lines for writing the search topic description.

2. List any subject descriptors.

Two horizontal lines for listing subject descriptors.

3. Have you done a search? YES / NO. If YES, which index(es) did you use? (O.U.R.S., Online Databases, Reader's Guide, MAS, RIE, CIJE, etc.)

Two horizontal lines for providing search details.

4. Please list any sources you have already consulted.

One horizontal line for listing sources.

5. Please list any known authors in the topic area.

One horizontal line for listing authors.

6. Indicate preference:

- o Narrow search with fewer citations, which exactly meet your specific requirements.
o Broad search with more general citations and more complete coverage.

7. Time period to be searched:

- o Current year only
o Last 2-5 years
o Other
Specify dates:

8. Topical restrictions:

- o Specific age or grade level
Please specify:
o Other
Please specify:

Send fax (315) 433-2649 or photocopy to SLS. Attention: ILL department

Revised April 20, 2004: System Council

Appendix

OCLC ZTP CODES

<u>OCLC CODE</u>	<u>SCHOOL CODE</u>	<u>OCLC CODE</u>	<u>SCHOOL CODE</u>		
<b>BALDWINSVILLE</b>		<b>FABIUS-POMPEY</b>			
ZTPI	BAKER HS	Bhs	ZTPZ	FAB-POMPEY HS	FPhs
ZTPH	DURGEE JR	Bdj	ZTPY	FAB-POMPEY EL	FPel
ZTPG	RAY MIDDLE	Brm		FAB-POMPEY MS	FPms
ZTPB	ELDEN EL	Bee	<b>FAYETTEVILLE-MANLIUS</b>		
ZTPC	MCNAMARA EL	Bmc	ZTP4	FAY-MAN HS	FMhs
ZTPD	PALMER EL	Bpe	ZPT2	EAGLE HILL MS	FMem
ZTPE	REYNOLDS EL	Bmr	ZTP3	WELLWOOD MS	FMwm
ZTPF	VAN BUREN EL	Bvb	ZTP0(zero)	ENDERS RD EL	FMer
<b>CAZENOVIA</b>			ZTP1	FAYETTEVILLE EL	FMfe
ZTPL	CAZENOVIA HS	CZhs	ZTE2	MOTT RD EL	FMmr
ZTPK	CAZENOVIA MS	CZcm	<b>HOMER</b>		
ZTPJ	BURTON ST EL	CZbs	ZTWH	HOMER HS	Hhs
<b>CHITTENANGO</b>			ZTWI	HOMER INT	Hi
ZTPQ	CHITT HS	CHhs	ZTWJ	HOMER JR	Hjh
ZTPP	CHITT MS	CHlm	ZTWK	HOMER EL	He
ZTPM	BOLIVAR RD EL	CHbr	ZTWL	HARTNETT EL	Hte
ZTPN	BRIDGEPORT EL	CHbe	<b>JAMESVILLE-DeWITT</b>		
ZTPO	LAKE ST EL	CHls	ZTP8	JD HS	JDhs
<b>CINCINNATUS</b>			ZTP7	JD MS	JDms
ZTV#	CINCINNATUS HS	CNhs	ZTP6	JD EL	JDje
ZTV\$	CINCINNATUS EL	CNel	ZTP5	MOSES DEWITT EL	JDmd
<b>CORTLAND</b>			ZVE&	TECUMSEH EL	JDte
ZTWA	CORTLAND HS	COhs	<b>LAFAYETTE</b>		
ZTWD	FS BARRY EL	CObe	ZTP&	LAFAYETTE HS	LFhs
ZTWB	AB PARKER EL	COpe	ZPT+	GRANT GRIMSHAW EL	LFge
ZTWE	RANDALL EL	COre	ZTP9	ONONDAGA NATION	LFon
ZTWC	FE SMITH EL	COse	<b>LIVERPOOL</b>		
ZTWF	VIRGIL EL	COve	ZVE7	ED COMM CTR	LVecc
<b>DERUYTER</b>			ZTVI	LIVERPOOL HS	LVhs
ZTWG	DERUYTER	D	ZTVH	NINTH GRADE ANNEX	LVv
<b>EAST SYRACUSE-MINOA</b>			ZTVJ	CHESTNUT HILL MS	LVcm
ZTPX	ESM HS	EShs	ZTVF	LIVERPOOL MS	LVlm
ZTPW	PINE GROVE MS	ESpj	ZTVG	SOULE RD COMPLEX	LVsr
ZTPU	FREMONT EL	ESfe	ZTP@	CHESTNUT HILL EL	LVce
ZTPS	E. SYRACUSE EL	ESes	ZTP%	DONLIN DRIVE EL	LVdd
ZTPT	MINOA EL	ESme	ZTP#	ELMCREST EL	LVee
ZTPV	WOODLAND EL	ESwe	ZTP\$	LIVERPOOL EL	Lvle
			ZTVA	LONGBRANCH EL	LVlb
			ZTVB	MORGAN RD EL	LVmr
			ZTVC	NATE PERRY EL	LVnp
			ZTVD	WETZEL ROAD EL	LVwr
			ZVE9	WILLOWFIELD EL	LVwf

<u>OCLC CODE</u>		<u>SCHOOL CODE</u>		<u>OCLC CODE</u>		<u>SCHOOL CODE</u>
	<b>LYNCOURT</b>				<b>TULLY</b>	
ZTVK	LYNCOURT	LT		ZTV4	TULLY HS	Ths
				ZTV3	TULLY EL	Tel
	<b>MARATHON</b>				<b>WEST GENESEE</b>	
ZTWM	MARATHON HS	MNhs		ZTV&	W. GENESEE HS	WGhs
ZTWN	APPLEBY EL	MNel		ZTV+	CAMILLUS MS	WGej
	<b>MARCELLUS</b>			ZTV9	W. GENESEE MS	WGms
ZTVN	MARCELLUS HS	MShs		ZTV5	EAST HILL EL	WGeh
ZTVM	DRIVER MS	MSdm		ZTV7	ONONDAGA RD EL	WGOR
ZTVL	HEFFERNAN EL	MShe		ZTV6	SPLIT ROCK EL	WGsr
				ZTV8	STONEHEDGE EL	WGsh
	<b>MCGRAW</b>				<b>WESTHILL</b>	
ZTWO	MCGRAW HS	MGhs		ZTV@	WESTHILL HS	WHhs
ZTWP	MCGRAW EL	MGel		ZTV%	ONONDAGA HILL MS	WHom
	<b>NORTH SYRACUSE</b>			ZTV*	CHERRY RD EL	WHcr
ZTVX	CNS HS	NShs		ZVE3	WALBERTA PARK	WHwp
ZTVW	N. SYR. JR HIGH	NSjh			<b>NON-PUBLIC</b>	
ZTVU	GILLETTE RD MS	NSgm		ZVE4	CHRISTIAN BROTHERS	CBA
ZTVV	ROXBORO RD MS	NSrm			SYRCACUSE HEBREW	
ZTVO	ALLEN ROAD EL	NSar			DAY SCHOOL	SHDS
ZTVQ	CICERO EL	NSce		ZTWQ	MAN PEBBLE HILL	MPH
ZTVP	BEAR ROAD EL	NSbr			MONTESSORI SCHOOL	
ZTVQ	CICERO EL	NSce			OF SYRACUSE	MLC
ZTVR	LAKESHORE EL	NSls		ZVE1(one)	BISHOP LUDDEN	SDbl
ZTVS	ROXBORO EL	NSre		ZVEB	ST. ROSE OF LIMA	SDrl
ZTVT	SMITH ROAD EL	NSsr		ZVEC	IMM. CONCEPTION	SDic
					BISHOP GRIMES	SDbg
	<b>ONONDAGA</b>				ST. CHARLES'	SDsc
ZTV0(zero)	ONONDAGA HS	OChs			ST. ANN'S	SDsa
ZTVZ	WHEELER MIDDLE	OCwm			ST. MARY'S BVILLE	SDmb
ZTVY	ROCKWELL PRIMARY	Ocre			ST. MARY'S CORTLAND	SDmc
	<b>SOLVAY</b>				ST. MATTHEW'S (E. SYR)	SDmt
ZVEF	SOLVAY HS	SOhs			HOLY CROSS	SDhc
ZVEE	SOLVAY MS	SOMs			HOLY FAMILY	SDhf
ZTV2	SOLVAY EL	SOse			ST. DANIEL'S	SDsd
					ST. MARGARET'S	SDsm
					CNY TEACHING CTR	CNYTC
				ZTP	SLS	SLS