

Since we have had some staff turn-over at the NFLS member libraries, I thought I would do a little Delivery/Interlibrary Loan 101.

First, for those of you who do not know what Interlibrary Loan means, here is a brief summary:

What is Interlibrary Loan (ILL)? Interlibrary Loan (ILL) is a transaction where a library requests to borrow from another library. The majority of materials are shipped through the Statewide Delivery (South Central Delivery System) and our local delivery system. (Waltco) Most libraries use the Wiscat software to manage their ILL.

Who may use Interlibrary Loan? Interlibrary Loan is a borrowing privilege available to all residents of the counties within the library system.

What kinds of materials can be borrowed through ILL? ILL requests are accepted for most items that are not found in your library catalog. It includes books, videos, audiobooks, CD's, magazines, microfilm, and other materials. Every library system has different conditions on what they lend.

1. **NFLS Interlibrary Loan and Delivery contact information;**
[Holly Handt](#) (ILL/Delivery Coordinator) 920-448-4419
[Hannah Zima](#) (ILL Assistant) 920-448-4411
2. To order **extra tubs or bags from Waltco**; Fill out the OWLSnet supplies order form (You need a Username & Password to log in) [NFLS: Order Delivery Tubs & Bags | OWLSweb](#) (Log in required)
3. **To order zip ties;** [Order OWLSnet Supplies | OWLSweb](#) (Log in required)
4. **Bedbug process;** [bed bugs guidelines 2 .pdf \(nfls.lib.wi.us\)](#)
5. **Waltco Water Damaged Claim Form Guidelines;** [waltco water damage claim guidelines for the nicolete federated library system libraries.pdf \(nfls.lib.wi.us\)](#)

Waltco water damaged claim form; [Microsoft Word - Form Waltco Water Damage Claim Form.doc \(nfls.lib.wi.us\)](#)

6. **Have extra tubs** or bags laying around your library, please stack them together, put the lids in the top tub and send them to “Waltco Sort.” Your driver will take them if they have room in the van. Have a **damaged tub**, send it to Holly Handt at NFLS through the Waltco delivery. Holly will take care of discarding the tub.
7. If your **library is closed** other than the usual holiday, please let [Holly Handt](#) and [Tracy Vreeke](#) know so that she can contact Waltco to stop delivery.
8. If your **Waltco delivery is more than 2 hours late**, please let [Holly Handt](#) know and she will contact Waltco for more information. (Please take weather into consideration.)
9. To order more **Pink ILL NFLS transit slips, inter-office envelopes, or padded envelopes**, contact [Holly Handt](#) by email.
10. If your library needs **Wiscat training**, let Holly Handt know so that she can set this up with DPI. (Wisconsin Department of Public Instruction) Here are the **Wiscat 101 training slides** from a training session. [Wiscat 101 training slides.pdf](#)