# Borrowing Newspaper Microfilm from the Wisconsin State Historical Society (WSHS)

**\* UW Madison/WSHS will fill <u>up to six reels</u> for the same title, *per request.*** In the request form, please always enter a date range for a single newspaper title that will maximize the reels that a single request can fill.

   <u>Example</u>:  When requesting WSHS newspaper microfilm reels where you'll need 10 reels to cover your patron's date range of the same newspaper title, you should submit 2 requests (where 1 req. = 6 reels, 1 req. =4 reels) --instead of 10 requests of 1 reel each.

1. Search UW-Madison's "Madcat" to see if the title you need is available at WSHS. https://search.library.wisc.edu/
2. Confirm that the title matches the publication date(s) needed.
3. Log into WISCAT.
4. From the WISCAT home page, click on the Blank ILL Request tab.  (This can also be accessed as the Blank ILL Request form in the lower left column under the Request Manager). A loan form will open. Red starred fields are required.
5. Confirm that the "Request Type Options" field is set to "Returnable (loan)."
6. For processing by the UW libraries, the "Material Bibliographic Level Options" field must be set to "Book."
7. In the "Material Format Options" field, select "microform."
8. In the "Title/Journal Title" field, enter the:  title, city and state of the publication and the time period needed.
   a. <u>Example</u>:  Oconto Falls Herald.  Oconto Falls, WI.  For June 1920 through Sept. 1926.
9. Leave the "Need By Date" field at the pre-set date of 3 months from the date a request is made.  The date in this field doesn't fill a request any faster, it only causes the request to leave a lender's site and move to the "Expired" status in Wiscat if no lenders have filled the request by that date.
10. Enter more specific information in the Borrower's Notes field, if needed.
11. Leave the "Number of Copies" field at 1.
12. Enter the patron's name, pickup location library card number, and best phone # to reach them.  Include their email if available. **<u>IMPORTANT for BCL Libraries</u>:  For BCL's microfilm requests, only the Central library should be used for the pickup location because BCL's microfilm reader machines are only located at the Central library.**

13. Click the "Submit" button at the top right or bottom of the request form.
14. A confirmation message and the request number should display.  If not, check the Request Manager.  If the request displays in the Request Manager, the request was submitted (it should be in the Awaiting Lenders or Awaiting Approval status).