

# Borrow a Book

## WISCAT Instructions for NFLS OWLSnet Libraries

These instructions are posted on the NFLS ILL webpage. | Updated Jan. 29, 2016

- Log into WISCAT (the link to your staff WISCAT is accessible from the NFLS ILL webpage).
- Use the Simple Search or Advanced Search. The Title, Author and ISBN indexes are the most universally searchable across all catalogs for WISCAT's real-time ("Z39.50") searches. See the Searching/Discovery instructions and List of items not available through ILL (posted on the NFLS ILL webpage).
- Select the item record to use for the request:
  - Review the details of the item record to confirm it matches the item (and format) you need.
  - Choose the most complete item record with the largest number of holdings (if you have a choice of item records that match what you need). This will help fill the request the fastest.
  - View the shelf-status/availability: view the item record details and click on the listed libraries or catalogs until the level of detail displays the shelf status (at this level the call number should also be visible including "reference" or "non-circulating"). **Even if items appear available, not all owning libraries lend all their items (especially items published within 1-6 mos.).** See the List of items not available through ILL (posted on the NFLS ILL webpage).
- Click on the gray "request this item" button. A loan request form will open, pre-filled with the item record data. The red starred fields are required.
- In the request form, verify that the "Request Type Options" field is set to "Returnable (loan)".
- Leave the "Need by" 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. **If you have a request with a deadline, contact NFLS staff for help** getting the request filled by the time you need. **When possible, please don't plan on a request to be filled and arrive at your library within a period of less than 14 business days from submitting the request.**
- **In the Borrower's Notes field:**
  - a.) **Always indicate "NO OS" or "OS".**
  - b.) **Add any other notes that the Lender, RL&LL or NFLS ILL need to fill the request.**

### Examples:

Borrower's Notes: NO OS. VOL. 1 ONLY PLEASE. THANKS.

Borrower's Notes: NO OS. FOR BOOKCLUB. NEED DUE DATE OF JUNE 15. THANKS.

Borrower's Notes: NO OS. UNABRIDGED ONLY.

Borrower's Notes: OS. LARGE PRINT ONLY PLEASE. OUR COPY IS MISSING.

Before a request displays as Unfilled in your WISCAT Request Manager, RL&LL staff have made a final review of the request to determine if it can still be filled. "OS" refers to "out of state" libraries --meaning libraries outside of the 4 state van delivery network of WI/MN/ND/SD. "NO OS" tells RL&LL staff not to access out-of-state libraries. Using "out-of-state" libraries requires receiving and returning items via mail.

**Always indicate "OS" or "NO OS" in your request. Otherwise, RL&LL will automatically access OS libraries (except for items that are obviously too new/just published and or in high demand). Unless you indicate "NO OS" in the request, RL&LL will go out of state for all items including: inexpensive fiction, romance novels, and entertainment media.**

- Review the "Ship to" information.
- Enter the patron's name, library card number, and best phone # to reach them. Include their email if available.
- If you're requesting an item that Wiscat detects is owned in your library's catalog, include your reason in the Borrower's Notes of your request, like "our copy is missing".

# Borrow a Book

## WISCAT Instructions for NFLS OWLSnet Libraries

These instructions are posted on the NFLS ILL webpage. | Updated Jan. 29, 2016

- continued -

- Click the “Submit” button at the top right or bottom of the request form. If you’re requesting an item that Wiscat detects is owned in your library’s catalog, a prompt might appear asking you to click on “Staff Override”.
- 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).
- **FINAL STEP: Access the Wiscat Request Manager.** If not yet in “Awaiting Approval” status in the Request Manager, the request might be in “Awaiting Lenders” status first. If so, **wait for the request to be in the “Awaiting Approval” status, then update the request to “Approved - Send” status** and click the “Submit” button.

Once updated to “Approved - Send” status, WISCAT will process the request. During the processing time, the request might briefly display in the “Awaiting Lenders” status again. No status updates (including cancels) can be done while the request is in the “Awaiting Lenders” status. Once the brief processing time is over, the request should display in “Pending” (or another status) under the section “Items awaiting trading partner response” in the Request Manager.