

# Borrow an Item not Listed in Wiscat

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).
- Make sure the item was published at least 4 months ago (many lenders won't lend items published within 1-6 months, sometimes more). See the List of items not available through ILL (posted on the NFLS ILL webpage).
- **Before filling out a Blank Request Form in Wiscat, try searching more of the Wiscat "Resources" to find an item record from which to create and submit your request.**
- **In Advanced Search:**
  - **Enter your search terms *but don't submit your search yet*.** The Title, Author and ISBN indexes are the most universally searchable across all catalogs for WISCAT's real-time ("Z39.50") searches. Disregard the "Qualifiers" in the "Narrow Your Search" section of the screen; they apply only to the union catalog.
  - **From within the Advanced Search screen, click on the "Resources\*" tab and select more** catalogs than the default selections, like all the UW Library catalogs and the Minitex catalogs.
  - **Click the Search button.**
  - **To retain your Resource selections from your previous search, click on "Modify Search"** (visible in the upper right of the screen once the results list appears).
  - **Wiscat will automatically restore the Resources to their default settings just by your using the Simple or Advanced search again** (unless you re-select the Resources again from within the Resources tab in the Advanced Search screen).
  - You can also select specific "Resources" to search from the Simple Search screen using the Resources drop down box. Clicking on the Advanced Search option will reset the Simple Search Resources back to the default settings.
- **If you still don't find a matching item record in Wiscat,** search Worldcat, Amazon, Google and/or other sources for identifying/bibliographic data. Try to determine whether it's available for free online in full text.
- **Search Worldcat.**
  - Determine whether any libraries own the item; obviously if none appear to, the item can't be acquired through ILL.
  - If libraries *do* own the item, try to determine the likelihood of getting the item. It's not uncommon to find items listed in Worldcat but only by Baker & Taylor or other vendors and not libraries. --OR items only owned by Canadian, Australian or European libraries (RL&LL/NFLS won't go outside the country).
  - If you'll be requesting the item, **copy the OCLC and/or "Accession Number" from the OCLC Worldcat item record** (and or the url) for pasting into the "OCLC Number" or "Where was this found?" field of the ILL request.
- If the item appears to be owned by libraries in the U.S. and you want to try to get it through ILL, **use the Blank Request Form in Wiscat and fill out all the information you can** (include the ISBN and OCLC number or url whenever possible).
- Follow the rest of the usual steps that you would when using Wiscat item records to make requests. **In the Borrower's Notes field, always indicate "NO OS" or "OS".**

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\* = If you'd like to change the default settings for the Resources in your library's Wiscat account, contact NFLS to change these in the administrative settings of your Wiscat account. However, the default settings have been selected so that patrons can't see too many items that are owned by libraries that won't lend, and, to that most searches will result in at least one matching item record to create and submit a request from --*without* causing Wiscat to take too long to produce a results list because of the time it can take searching all the Resources simultaneously (if all the Resources are selected as the defaults).

Know too, that regardless of what the "default" Resources selections are, once you've submitted a request, Wiscat does a real time "Z39.50" search of *all* the Resources for possible lenders, *and* it's from *that* search that Wiscat identifies possible lenders to send your requests to.