

Borrow Multiple Copies of the Same Book - Using the Wiscat Blank Request Form

WISCAT Instructions for NFLS OWLSnet Libraries

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

- Please allow at least 3-4 weeks between the time you request multiple copies and the time you need to distribute them to your patron/s.

Contact NFLS staff if you need help getting a time sensitive request filled by a deadline. 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 when the request is submitted.

- Check the WI statewide book kit list. <http://dpi.wi.gov/sites/default/files/imce/rl3/excel/bookclubtitles.xlsx>
- **If your title is included in the book kit list and the far right "How to Request" column of the list instructs you to use a blank request form in Wiscat, follow the steps below.**

Example from the book kit list "How to request" column: **"Direct on WISCAT ILL - WIJA use blank request form".**

- **Before requesting the copies in Wiscat from a library on the statewide book kit list, consider calling or emailing the library's ILL staff first.** This is the only way to make sure the library still owns the copies, has the number you need currently available, and knows to expect your request (and can give you the due date you need). The library's ILL staff contact information can be looked up in Wiscat's "Search Library Information" directory – listed in the left column of the Request Manager screenview.
- Once you've confirmed with the library that they can fill your request, fill out the blank request form in Wiscat:
 - Verify that the "Request Type Options" field is set to "Returnable (loan)".
 - Verify that the "Material Bibliographic Level Options" is "Book".
 - Enter the Title in the "Title/Journal Title" field.
 - Enter the Author in the "Author/Creator" field.
 - Enter "Book" in the "Physical Description" field.
 - Filling out any other item data fields is optional.
- 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 want to indicate when you'd like the item filled, enter that date in the Borrower's Notes field** (and/or communicate that when you call or email them before you send the request through Wiscat).

If you need help getting a request filled by a certain deadline, contact NFLS staff or RL&LL. When possible, please don't plan on a request to be filled and arrive at your library earlier than a period of 14 business days.

- **In the Borrower's Notes field: add any notes that the Lender needs to fill the request.**

Example Borrower's Notes: NEED YOUR 14 COPIES FOR BOOKCLUB (PER OUR PHONECALL 04/23/16). CAN WE GET DUE DATE OF JUNE 15? PLEASE SHIP BY MAY 2. THANK YOU.

- Edit the "Lender List":
 - a.) **Remove any lender data in the Lender List field** (ie: "GZRB,15"). Simply highlight the line/s containing the text you wish to delete, then press delete on your keyboard.
 - b.) **Enter only the lending library's Wiscat code that you are sending the request to** (the Wiscat code will be indicated in the far right "How to Request" column of the WI book kit list. Use this format: **XXXX**, (include the comma, no spaces).

Example Lender List entry: WIWA, --where "WIWA" is the lender's Wiscat code. Include the comma, no spaces. (WIWA is the Wiscat code for Marathon County PL in Wausau, WI).

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- continued -

- Leave the “Number of Copies Needed” field at “1”. Use the Borrower’s Notes field instead to indicate how many of the lender’s copies you need.
- Review the “Ship to” information.
- Enter the patron’s name, library card number, and contact information (email and/or phone). For a library bookclub, the “patron name” is often something like "Petersburg Bookworms" or the name of the staff running the club. The library card number can be any filler text for that required field (like “----”) or use a card number specifically for the bookclub (or the library staff running the bookclub).
- Click the “Submit” button at the top right or bottom of the request form.
- 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 Approval status).
- Access the Wiscat Request Manager. The request should be in the “Awaiting Approval” status. 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. 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.

- **FINAL STEP: over the next week, check the requests to see that they will get filled by the time you need them. If you need help, contact the NFLS ILL staff.**