

Request a photocopy or scan of an Article or Book Section

WISCAT Instructions for NFLS OWLSnet Libraries

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

- **IMPORTANT: After submitting the request, you'll need to watch for whether the request is filled electronically via a number of possible methods.** Track the progress of the request after submitting it; it might display in a time sensitive status (like "Conditional", "Shipped", "Not Received", etc.) where the lender is asking you to okay their conditions, read their notes, and/or update the request status.

The request itself may contain a link pointing to the requested item (in the Lender's Notes, the History Information, or another section of the request). The item might also be emailed to your library as a link or pdf file. **When sent as a link, the item is sometimes only available to download for 14 days before access via that link expires.**

- First, verify the citation *and* see if the fulltext is freely available online (using sources like databases, Google Scholar, etc.).
- Log into WISCAT (the link to your staff WISCAT is accessible from the NFLS ILL webpage).
- 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 menu column under the Request Manager).
- A loan form will open.
- In the "Request Type Options" field, select "Non-returnable (copy)".
- The copyright restriction notice will appear. Click "Yes" to agree with the terms. A new form will open.
- Verify that the "Material Bibliographic Level Options" field is correct. Change it if needed.
- Enter as much information as you can. The red starred fields are required.
- In the "Title/Journal Title" field, enter the item or journal title.
- In the "Article Title" field, enter the article or chapter title and in the "Pages" section of the "Article Information" field, enter the inclusive page numbers.
- 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 within a period of less than 14 business days from submitting the request.

- If needed, enter more specific information in the Borrower's Notes field.
- Your primary default lender's code ("GZRB,15") will automatically appear in the Lender List field.
- Enter the patron's name, library card number, and best phone # to reach them. **IMPORTANT:** whenever possible, ask the patron if you can email them the content *if* the item request is filled electronically (and include the patron's email in the patron data of the request). Often the lending libraries can fill these requests electronically via an email to your library or a link in the Lender's Notes of the request—which enables you to email the content to the patron as well.
- 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).

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- Continued -

- 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.

- **IMPORTANT FINAL STEP: After submitting the request, you’ll need to watch for whether the request is filled electronically via a number of possible methods.** Track the progress of the request after submitting it; it might display in a time sensitive status (like “Conditional”, “Shipped”, “Not Received”, etc.) where the lender is asking you to okay their conditions, read their notes, and/or update the request status.

The request itself may contain a link pointing to the requested item (in the Lender’s Notes, the History Information, or another section of the request). The item might also be emailed to your library as a link or pdf file. **When sent as a link, the item is sometimes only available to download for 14 days before access via that link expires.**

Common Questions: What does the blue Copyright symbol mean in the Wiscat Request Manager? It helps flag and indicate within the status browse that a request is a serial or photocopy and might be filled electronically. You should look at the request details for any lender notes or links.

What do the Copyright Compliance Codes mean?

The information below is copied from the Wisconsin ILL Guidelines 2012 on the RL&LL website:

<http://dpi.wi.gov/rl3/resources/resource-sharing/guidelines>

Copyright Compliance Codes:

The requestor, not the supplier, is responsible for assuring that the request is appropriate under the law. To assure the supplying library that the request conforms to the law, the requesting library should use one of the following "copyright compliance codes".

- **CCG - Conforms to Copyright Guidelines. This code is used:**

- When the requesting library does not own a title and has received fewer than five articles from the current five years of that title. Counting starts over each year.

- When the requesting library owns the material, has ordered it or has placed a subscription. In this case it is treated like a copy from the requestor's own collection. As long as the copying would have been fair use locally, it is fair use on interlibrary loan.

- **CCL - Conforms to Copyright Law. This code is used:**

- When the material is in the public domain.

- When the requesting library believes that the reproduction and distribution of the copy is a fair use.

- When the requested copy becomes the property of the user and the request is for an entire work or a substantial part of a work, and the requesting library has determined that a copy cannot be obtained at a fair price.

- When the requested copy becomes the property of the user and the requested photocopy is from materials published earlier than five years prior to the date of the request and therefore not covered by the CONTU Guidelines.

- When the requested copy becomes part of the collection of the requesting library and the requesting library has determined, after reasonable investigation, that an unused replacement is unavailable at a fair price.