

Blank Request Form

Only use a blank request if:

- There is no bibrecord in WISCAT for the item
- If you are requesting an article
- If you are requesting microfilm
- If you are requesting a book kit

Include as much information as possible in the request.

- 1) Log into WISCAT.
- 2) Click on Blank ILL Request.

The screenshot shows the WISCAT Staff Dashboard. At the top, there is a navigation bar with the following items: Home, Staff Dashboard, Search History, and Blank ILL Request. A red arrow points to the 'Blank ILL Request' link. Below the navigation bar is a search bar labeled 'Search Staff Dashboard...'. The main content area is divided into several columns of administrative tools:

- Quick Menu:** ILL Admin > Request Manager (Ctrl+1), ILL Admin > Borrower > Title Browse (Ctrl+2), ILL Admin > Lender > Title Browse (Ctrl+3), ILL Admin > Borrower > Request Number Search (Ctrl+4), ILL Admin > Lender > Request Number Search (Ctrl+5), ILL Admin > Borrower > Patron Browse (Ctrl+6), ILL Admin > Maintain Shipping Labels (Ctrl+7).
- Cat Admin:** View Download Cart, User Guides.
- UX Admin:** System Settings, Login Options, Search Options, Results Options, Full Record Options, Header/Footer Options, Web Links Options, UX Color Options, Staff Tab Options, Page Customization, Widget Manager, Page Manager, User Guides.
- ILL Admin:** Request Manager, Borrower (Title Browse, Request Number Search, Statistics, Record Counts, Days to Receive Report, Patron Browse), Lender (Title Browse, Request Number Search, Statistics, Record Counts, Days to Supply Report, Maintain Participant Record, Blank Request Form, Maintain Shipping Labels, Maintain Bookstraps, Configure Pick List, Configure Loan Form, Configure Copy Form, Search Library Information).
- User Admin:** Add a User, Maintain RPA Error Codes, Delete Obsolete Records, Edit User Accounts, Global User Permissions, Define Valid IP Ranges, User Registration Duplicate Checking, User Reports, Reader Reviews Summary, Patron Categories, Patron Groups, Default User Password, User Guides.
- Documentation:** Training Videos, User Guides, Bulletins, Utilities and Downloads.
- Statistics:** ILL Statistics, Reports And Download, CONTU Copyright Tracking Reports, Database Statistics, Database Field Stats, Statistics Report, Graphical Statistics Report, User Guides.
- Pac Admin:** Modify My Library Profile, Record Display Hotlinks, Buy, Borrow, Suggest, Reader Reviews, Manage Reviews, Mediate Reviews, Reviews Summary, RSS Feeds, Lists, Record Display Profiles, Define Resource Headings.

- 3) If you are requesting a copy of an article, change Request Type Options to “Non-returnable (copy).”

The screenshot shows the 'Blank ILL Request - blank (Loan)' form. The form has the following fields:

- Borrower:** Green Bay - Brown County Library
- Request Type Options:** Returnable (loan) (A red arrow points to this dropdown menu.)
- Material Bibliographic Level Options:** Book
- Material Format Options:** None of the below
- *Title/Journal Title:** (Empty text box)

4) Indicate what type of item you are requesting. (It is set automatically to “Book.”)

The screenshot shows a web form titled "Blank ILL Request - blank (Loan)". The form contains several fields and dropdown menus:

- Borrower:** A dropdown menu with "Green Bay - Brown County Library" selected.
- Request Type Options:** A dropdown menu with "Returnable (loan)" selected.
- Material Bibliographic Level Options:** A dropdown menu with "Book" selected. A red arrow points to this field.
- Material Format Options:** A dropdown menu with "None of the below" selected.
- *Title/Journal Title:** A large empty text area.
- Uniform Title:** An empty text field.
- Author/Creator:** An empty text field.
- Publisher (Place, Name, Date):** Three empty text fields.
- Edition:** An empty text field.
- Any Edition is Acceptable:** A checkbox that is checked.
- Series:** An empty text field.
- ISBN:** An empty text field.
- Submit:** A blue button at the bottom left.

- 5) Fill out as much information as possible about the item. At the very least, a title and author OR a title and ISBN number is needed to find the correct item. However, the more information you provide the easier it is to search for and find the item.
- 6) Fill out the patron information.
- 7) Hit submit.
- 8) Wait for the confirmation screen.
- 9) Pat yourself on the back. You did it!