

## Borrowing an Item (Using a WISCAT item record)

**Remember that some items can't be borrowed. Please familiarize yourself with the handout "Items Not Available Through ILL" before beginning your search.**

- 1) Log into WISCAT.
- 2) Use the Simple Search (located in the top bar) or Advanced Search (click on "Other Searches" and then "Advanced Search") to find your item.
- 3) Review the details of the item record to confirm it matches the item and format you need.
  - a. View the shelf-status/availability. You can see if the item is available or unavailable (checked out, lost, other).
  - b. Choose the most complete item record with the largest number of holdings. This will help fill the request the fastest.
- 4) On the right side of the screen, click on the blue "Request This Item" button. A loan request form will open, pre-filled with the item record data. The red starred fields are required.
- 5) Leave the "Need by" field at the pre-set date of 3 months from the date a request is made. **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.**
- 6) In the Borrower's Notes field, add any other notes that the lender, RL&LL or NFLS ILL will need to fill the request. For example:
  - VOL. 1 only. Thanks.
  - For book club. Need due date of July 15. Thanks.
  - Unabridged copy only.
  - Large print only, please. Our copy is missing.
  - OS, please.
  - If you're requesting an item that WISCAT detects is owned in your library's catalog, include your reason such as: "Our copy is missing."
- 7) Enter the patron information.
- 8) Click the blue "Submit" button at the bottom left 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 you click on "Staff Override."
- 9) 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 will be in the Awaiting Lenders or Awaiting Approval status).