

Lending in WISCAT

1. Log into WISCAT.
2. Access the WISCAT Request Manager. Your library's requests as a lender are on the right side of the screen under "Manage Lender Requests."
3. If there are any requests that need acting on, the "Pending" status will be highlighted. The far right count column will indicate how many requests there are. You should only receive requests as the lender for items that WISCAT detects are owned and available at your library.
4. If the Pending status is highlighted (active), click on the Pending status to view the request.
5. If the item **is NOT** available, update the request status from Pending to Will not Supply and select the reason why in the Reason/Condition field.
6. If the item **IS** available (with no pending holds in Sierra), check out the item in Sierra to the borrowing library. Look up the borrowing library in Sierra. If there is no record in Sierra for the library, you'll need to create one. If you need help with the procedure for creating a patron record in Sierra for a library, contact the OWLS staff.
7. In WISCAT, change the status from Pending to Shipped.
8. In WISCAT under the left column menu of the WISCAT Request Manager, click on Maintain Shipping Labels. Find your item and print the WISCAT shipping label/request paperwork (in WISCAT, the shipping label and request paperwork are the same thing). Fold the label in half and put it inside the item.
9. Put a bright pink cardstock "NFLS ILL" transit slip in the item and send the item to NFLS.
10. When the borrowing library receives the item, they should update the status from Shipped to Received (this change should be visible from the lending side of the Request Manager under the section "Items awaiting trading partner response.")
11. When you receive the item back, check it into Sierra, then update the status in WISCAT from Returned to Check In.

Handling requests as the Lender that you receive via email:

The libraries in Wisconsin that use WISCAT can automatically access all the other WISCAT-using libraries as well as the libraries in Wisconsin, Minitex, and out of state that use OCLC Worldcat Resource Sharing for their ILL software. But OCLC users can't do the same; their only means of accessing WISCAT libraries is to use email. This means your library might occasionally get ILL requests via email.

If you get ILL requests via email, use the email message as the request paperwork and follow the general steps as a lender: search Sierra for the item, pull it from the shelf and respond to the email as shipped or unfilled (with the reason why). Check the item out in Sierra, write the due date on the request paperwork, include the email request paperwork with the item, use a pink cardstock "NFLS ILL" transit slip, and send the item to NFLS. For any "out of state" libraries (outside WI & Minitex) or any libraries within our region that aren't on the van delivery network, those will require mail (if your library wishes to fill those requests).