

OWLS Libraries – Multi-copy Requests

Before requesting multiple copies in WISCAT, check the Book Club Titles list from RL&LL to see if the title you want is on there. If it is, follow the instructions of the lender to request the title. If you have questions or need help, contact NFLS about this.

- 1) Log into WISCAT.
- 2) Search for your item.
- 3) Click on the title in blue.
- 4) Click on a specific lender.

The screenshot shows the WISCAT search results page for the book "Hotel on the corner of bitter and sweet" by Jamie Ford. The page includes a navigation bar with options like "UX Admin", "ILL Admin", "User Admin", "Statistics", "Pac Admin", "Cat Admin", "Documentation", and "Blank ILL Request". The search results show one item with details such as ISBN (9780345505347), Author (Ford, Jamie), and Publisher (Ballantine Books). A "Location Information - BOOK" section lists various library systems with their respective copy counts. A "Request This Item" button is visible in the top right corner.

- 5) Scroll down the page until you see “Staff Function” on the lower left side of the screen.
- 6) Click on Multi-Copy.
- 7) This will open up a request form.
 - a. In the Borrower’s Notes, indicate what the request is for and any due dates.
Example: For book club on 9/16/16.
Please give due date of 9/23/16.
 - b. **Change the number of copies from “1” to however many copies you need.**
 - c. Fill in the patron/book club information.
- 8) Click submit.

The screenshot shows the WISCAT request form for the same book. The form includes a "Staff Function" section with options like "Print This Item", "Download Record", "Add to Download Cart", "Copy Cataloging", and "Multi-Copy". The "Multi-Copy" option is highlighted with a black arrow. The form also displays the book's details, including the title, author, publisher, date, and description. The "Location" section lists several libraries, with "Mid-State Tech College Library (Marst)" being the selected location. The "Borrower's Notes" section is empty, and the "Subject" section lists various subject categories.