

Requesting Items in WISCAT

Your library is making it possible for users to locate and request their own materials to borrow on interlibrary loan from other libraries in the state. You can submit an electronic request form while online in WISCAT; you don't have to print out the record or write down the information to ask staff to request it for you. Here's how it works:

1. Open WISCAT by using the following URL:
 - <http://www.wiscat.net/agent/login.asp?cid=stwi&lid=XXXX&mode=g>
 - Optional: you can add this site to your FAVORITES or BOOKMARKS
2. The WISCAT opening screen will display. Click on Begin
3. In your search results, click on the title of the item you wish to request. Be sure to pick a title that is in the format (book, large print, DVD, VHS, CD, etc.) you want.

The screenshot shows the WISCAT search results page. The top navigation bar includes 'User Menu', 'User Login', 'Keyword Search', 'Browse', 'Advanced Search', 'Reading Level Search (WISCAT Union Catalog only)', and 'Help'. Below the navigation bar, there are links for 'Modify Search', 'New Search', 'Start Over', and 'Blank Request'. A toolbar contains 'Close Search Details', 'PRINT', 'EMAIL', 'SAVE', 'DO NOT DISPLAY COVER IMAGES', and 'Results Display Mode' set to 'Group by Resource'. The search results are displayed in a list format. The first result is 'Treasure Island [sound recording] / Robert Louis Stevenson. ; Stevenson, Robert Louis, 1850-1894. ; Tantor Media, ; p2002. ; 7 compact discs (7 hrs., 25 min.) ; 4 3/4 in. ; 140010078X ; ; (ocm)53088301; ocm53088301 ; 9781400100781 Locations: (2)'. A callout box points to this result with the text: 'Click on a title you want to request that is in the **format** desired such as: book (large print), sound recording (CD or cassettes), videorecording (DVD or VHS)'. Other results include 'Treasure island / Robert Louis Stevenson. ; Stevenson, Robert Louis, 1850-1894. ; Magnum Books, ; [c1968] ; 302 p. ; 18 cm. ; (ocm)09875133 Locations: (4)' and 'Treasure Island / Robert Louis Stevenson ; illustrated by Milo Winter. ; Stevenson, Robert Louis, 1850-1894. ; [8] p. of plates : ill. (some col.) ; 18 cm. ; (ocm)09875133 Locations: (1)'. A sidebar on the left shows 'Search Info' and 'Resource Summary'.

4. The full record for that item displays. Click on <Request This Item>

The screenshot shows the full record page for 'Treasure Island'. The top navigation bar includes 'Title List', 'Blank Request', 'Request This Item', 'Print', and 'Help'. The 'Request This Item' button is highlighted with a mouse cursor. The record details are as follows:

Format	Non-musical Sound Recording
System Nbr.:	(ocm)53088301
ISBN:	140010078X ; Online Booksellers
ISRN:	9781400100781
Author:	Stevenson, Robert Louis, 1850-1894.
Title:	Treasure Island [sound recording] / Robert Louis Stevenson.
Edition:	Unabridged ed.
Publisher:	Tantor Media,
Date:	p2002.
Description:	7 compact discs (7 hrs., 25 min.) : digital ; 4 3/4 in.
Description:	072500
Notes:	Compact discs.

The left sidebar shows the book cover for 'Treasure Island' by Robert Louis Stevenson, read by Michael Prichard, published by Tantor. Below the cover are links for 'Summary', 'Fiction/Biography Profile', 'Author Notes', and 'Awards'.

5. A separate browser window will open with an interlibrary loan form for you to complete.
6. You can *Maximize* the window by clicking the square icon in the upper right corner. Complete the electronic interlibrary loan form carefully, following the instructions described on the example below.

Request this item through Interlibrary Loan (ILL) [Submit] [Reset] [Close] [Help]

Fields identified by * and red color must be filled in.

Borrower: AAAA (A Demo Library)
 Borrower's Phone: 608-224-5394
 Request Date: 5/21/2010
 Request Type Options: Returnable (loan)
 Material Bibliographic Level Options: Non-musical Sound Recording
 Material Format Options: None of the below
 Title/Journal Title: Treasure Island [sound recording]
 Author/Creator: Stevenson, Robert Louis, 1850-1894.
 Publisher (Place, Name, Date): [U.S.?], Tantor Media, p2002.
 Edition: Unabridged ed.
 Any Edition is Acceptable:
 Physical Description: 7 compact discs (7 hrs., 25 min.) : digital ; 4 3/4 in.
 This Format:
 Volumes Needed:
 ISBN: 140010078X
 OCLC Number: 53088301
 Verification: [STWI UDB :7380831](#)
 * Need by: 8/19/2010
 Show Date:
 * Create a Password:
 * Last Name:
 * First Name:
 Middle Name or Initial:
 * Library Card Number:
 Address:
 City, State, ZIP:
 * Email or Phone:
 Additional Notes:

When you are finished, click the 'Submit' button.

Annotations:
 - Bibliographic info about the item is filled in from the system.
 - Need by date: Selecting a shorter "need by date" won't necessarily get...
 - Fields labeled in red **must** be filled in.
 - If ILL Request Tracking is available, a Password is required.
 - Other important fields are: Library Card Number and either an email address or telephone number so you...

7. Click on **Submit**. A message will display indicating your request was sent successfully.
8. Click on **Close** to close the request form browser window. You can continue searching for other items.