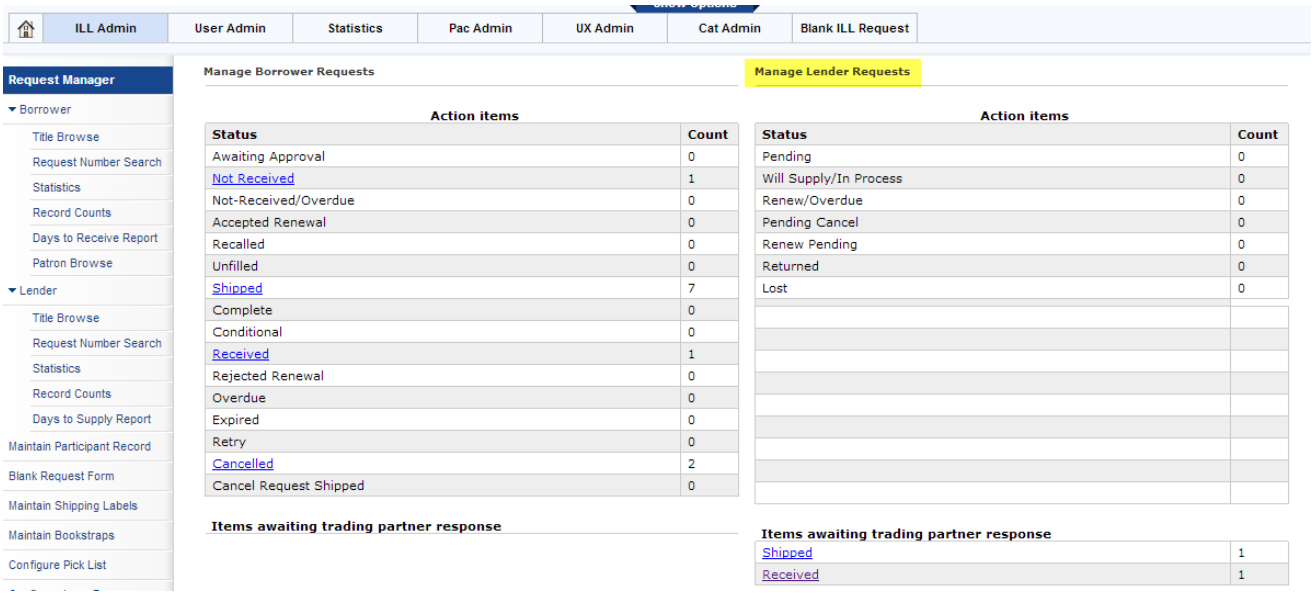
Lending an Item in WISCAT

Each library will be responsible for lending items via WISCAT. You will manage lending requests in the right hand column of the Request Manager. To begin, login and click on *Staff Menu*.



Requested items will show up in *Pending*. If a library is requesting an item from you, the *Pending* line will be a clickable link and you will see a number in the *Count* column. You should only get lending request for items that are available at your library.

When you get a request, check the shelf for the item. If available:

- Check out the item in Sierra to the borrowing library. You will need to look up the library in Sierra or create a record for the library if none exists. Let me know if you have question about this procedure.
- In WISCAT, change the status from *Pending* to *Shipped*.
- In WISCAT, on the left hand column of the main ILL Admin page, click on *Maintain Shipping Labels*. Find your item and print a shipping label. Fold the label in half and put the delivery side up inside the book.
- OWLS libraries: put an orange route to OWLS (Appleton) slip in the book and send it to OWLS.
- When the borrowing library receives the item, they should update the status from *Shipped* to *Received*. You will see this in the *Manage Lender Requests* column under *Items awaiting trading partner response*. With few exceptions, you do not want to modify any statuses under *Items awaiting trading partner response*.
- When you get the item back, check it in in Sierra and then update the status in WISCAT from *Returned* to *Check in*.

If the Item is not on your shelf, update the *Pending* status to indicate that you are not able to fulfill the request.