

## 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 Dashboard*. Then click on *Request Manager*.

The image shows two screenshots of the WISCAT system. The top screenshot is the 'Staff Dashboard' with a navigation bar containing 'Staff Dashboard', 'Search History', 'Blank ILL Request', 'WISCAT Support', and 'Documentation'. Below the navigation bar is a search field and a 'Quick Links (Ctrl+)' menu with numbered buttons 1-4. A red box highlights the 'Request Manager' link under the 'ILL Admin' section. Other links include 'UX Admin' and 'Cat Admin'. The bottom screenshot is the 'Request Manager' page, showing a breadcrumb 'ILL Admin > Request Manager' and a toolbar with numbered buttons 1-6 and 'L'. A red box highlights the 'Manage Lender Requests' link. The main content area contains two tables: 'Manage Borrower Requests' and 'Manage Lender Requests'.

Status	Action items	Count	Status	Action items	Count
<a href="#">Awaiting Approval</a>		1	<a href="#">Pending</a>		5
Not Received		0	Will Supply/In Process		0
Not-Received/Overdue		0	Renew/Overdue		0
<a href="#">Accepted Renewal</a>		10	Pending Cancel		0
Recalled		0	Renew Pending		0
Unfilled		0	<a href="#">Returned</a>		50
<a href="#">Shipped</a>		8	<a href="#">Lost</a>		3
<a href="#">Complete</a>		117			

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 CARL to the borrowing library. You will need to look up the library in CARL or create a record for the library if none exists. Contact Molly if you have questions about this procedure.
- In WISCAT, change the status from *Pending* to *Shipped*.
- In WISCAT, under the **ILL Admin** column, click on *Print 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 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 CARL 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.