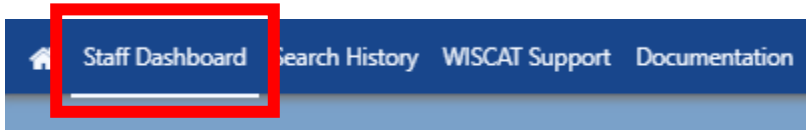
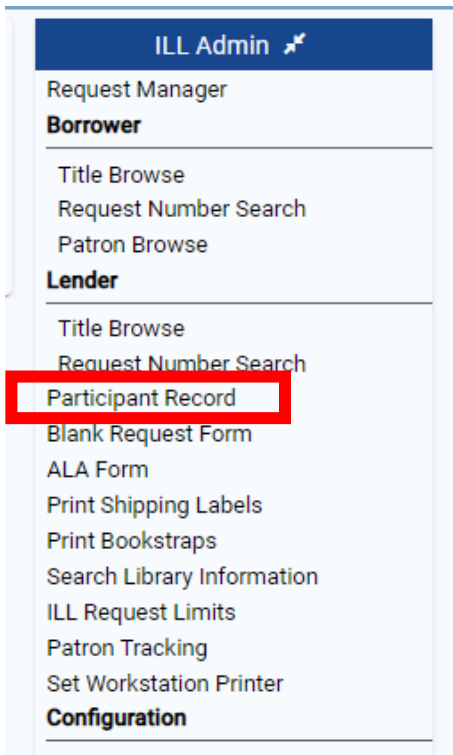


Updating Lending Policy Page

1. Login to WISCAT account
2. Click on Staff Dashboard



3. Click on "Participant Record" from the ILL Admin / Lender menu



4. Click on Lending



- The Lending Policy page will come up. In the “**Loan**” column, indicate from the dropdowns if you lend a particular item, and in the “**Loan Period (days)**” column enter in the number of days allowed. Do the same for Renewals.

Lending Policy Print Help

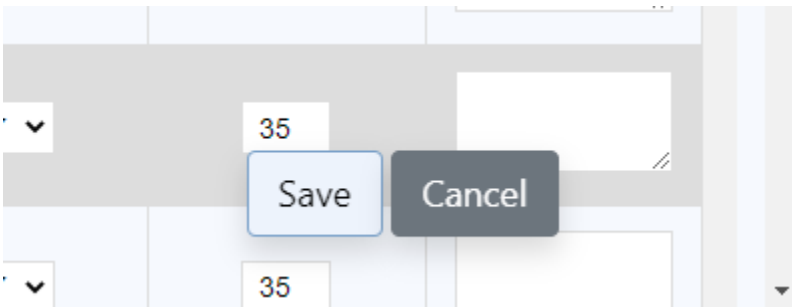
Y = Your library lends the format N = Your library does not lend the format NA = Your library does not collect the format

If a Loan or Renewal is set to Y, a Loan Period or Renewal Loan Period of 0 (zero) will be automatically updated to use the Days to Return value from the Participant Record.

Use my library's lending policies to determine if my library should receive requests of specific item types.

Formats	Loan	Loan Period (days)	Renew	Renewal Loan Period (days)	Exceptions, Comments (300 characters max)
2d Non-projected Graphics	Y ▼	35	Y ▼	35	
3D Object	Y ▼	35	Y ▼	35	
Archival Materials	Y ▼	35	Y ▼	35	
Art	Y ▼	35	Y ▼	35	
Atlas	Y ▼	35	Y ▼	35	

- After all changes have been made, click on the Save button in the bottom right corner.



Note: At the May 2015 AAC meeting, we agreed to add an additional week for delivery.

- Almost everything: **42** days
- DVDs and Videocassette: **21** days
- Serials: **28** days