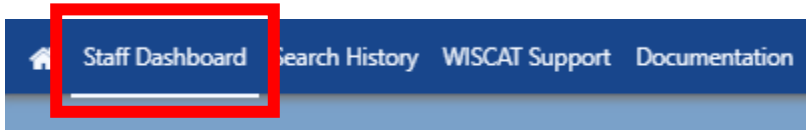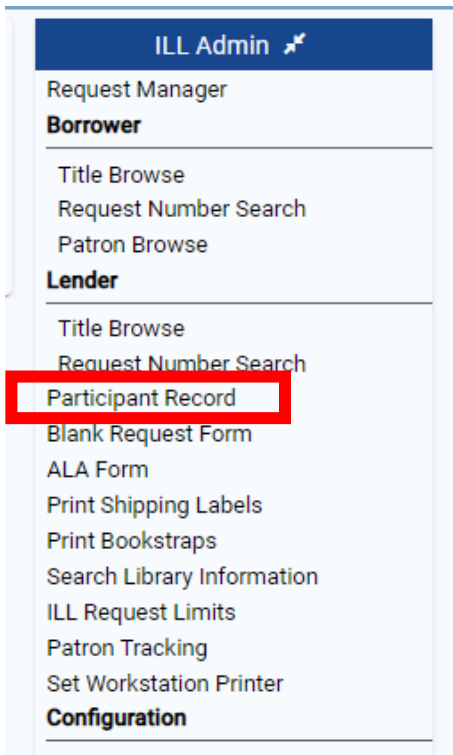## Updating Lending Policy Page

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

5. 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.
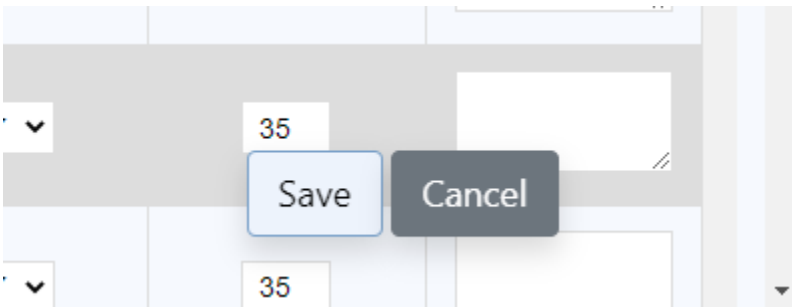

6. After all changes have been made, click on the Save button in the bottom right corner.

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