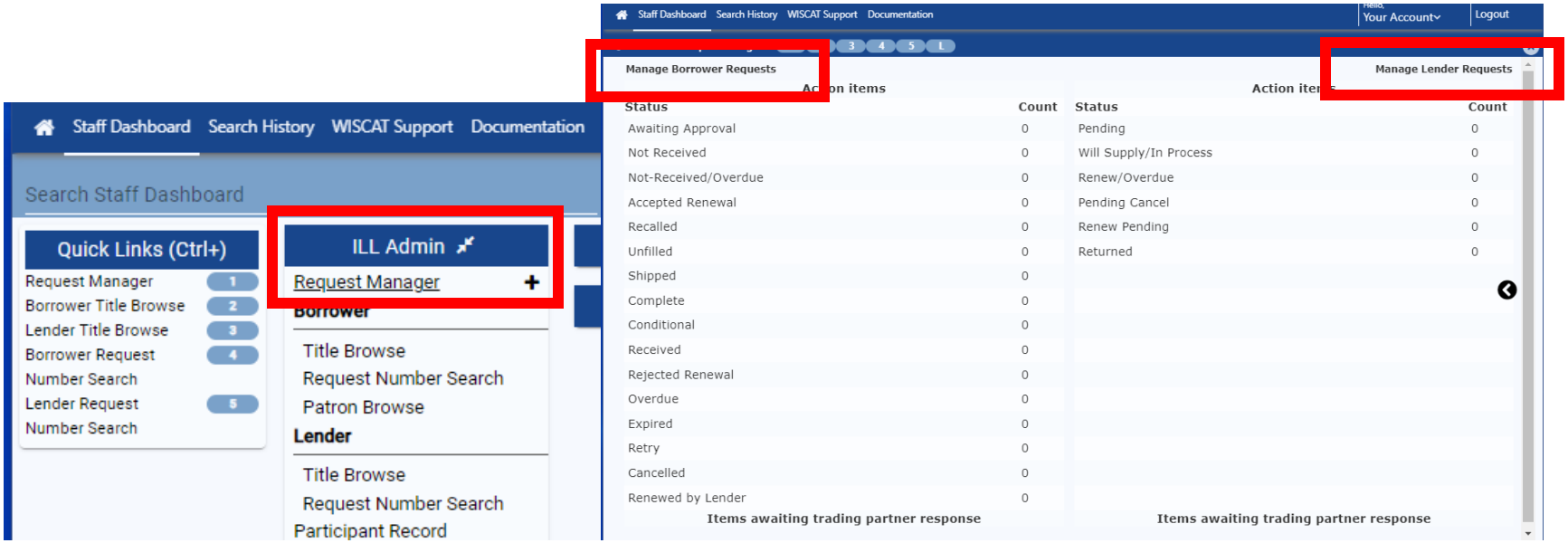
Login in WISCAT

Staff links to WISCAT are posted at https://www.infosoup.info/apl-booklists/wiscat-staff. Staff can choose their library from the list.

Patron "guest" links are posted at https://infosoup.info/wiscat/. Patrons can choose their library from the list and does not require a login.

Enter your Username and Password and then click on *Staff Dashboard*. Toggle between the home icon to search WISCAT and the *Staff Dashboard* to manage requests.

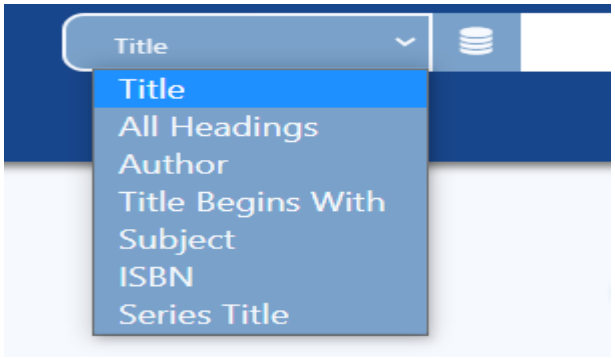
The Staff Dashboard will open to the **ILL Amin** menu and click on **Request Manager.** The left-hand column is for items you are borrowing. The right-hand column is for items you are lending. See https://www.owlsweb.org/sites/default/files/owls/ILL%20-%20Request%20Manager2022.pdf for definitions of Request Manager statuses.



Starting an ILL Request

Search WISCAT for the item you want. Both staff and patrons can request items directly from WISCAT.

<u>Searching Tips:</u>



The default search is *Title* (keyword). You can change the Search Index by clicking on the down arrow and choosing from the drop-down menu. Be aware that the *All Headings* search may not work with all catalogs.

By default, not all WISCAT libraries are searched. If you don't find what you want, you can search additional U.W. Libraries and Minitex libraries by clicking on the *Select Resources* icon (to right of drop-down menu). This will allow you to expand the number of libraries searched. Talk with your system staff if you want to change any of the defaults. If an item cannot be found in WISCAT, you can submit a **Blank ILL Request**. Staff at RL3 will search for the item in OCLC.

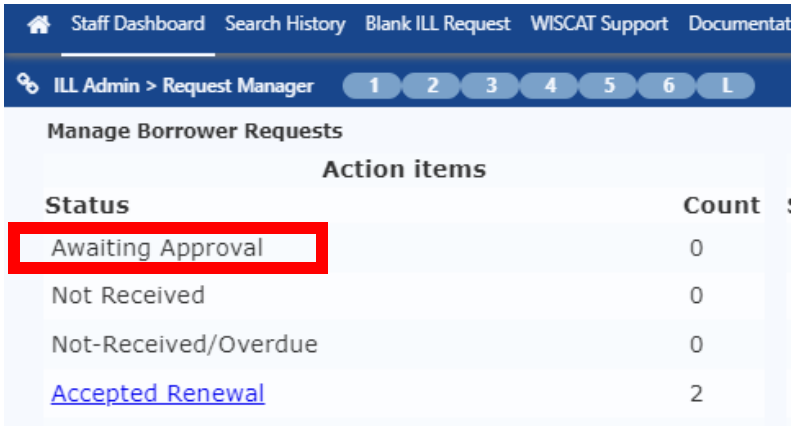
When you find an item you want, just click **Request this item** underneath the title image and fill out the form. Make sure that OWLSnet (InfoSoup) is not listed as one of the locations. Patrons and staff will **not** be able to submit the request form if the item is owned by an InfoSoup library.

Managing the Borrowing Request

Awaiting Approval

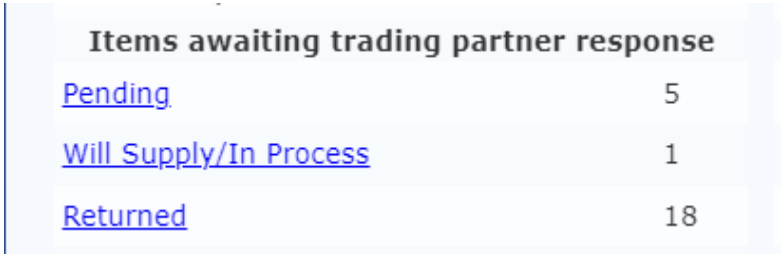
After the *Request this item* form is submitted, the item will go into the Request Manager under **Awaiting Approval**. ILL staff can have permissions set to automatically send the request. We recommend that staff begin by having all requests got into Awaiting Approval.

When items are awaiting approval, the text will be a link and you will see a number under the *Count* column. Click on *Awaiting Approval* to view titles. In the Status column next to the title, change the status to **Approved – Send**.



Pending Response from Lender

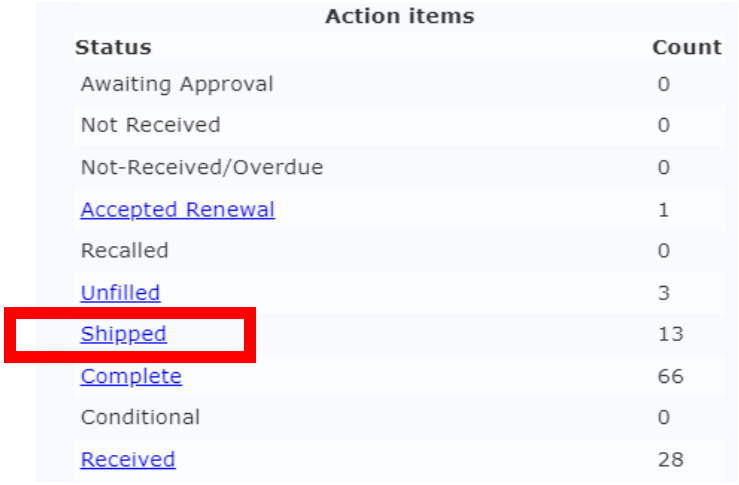
WISCAT will send the request off and the item will move from your **Action Items** table to the **Items awaiting trading partner response** table just below. The item will be listed under **Pending**. With the exception of cancelling a pending request, you should not need to update any statuses in this table.



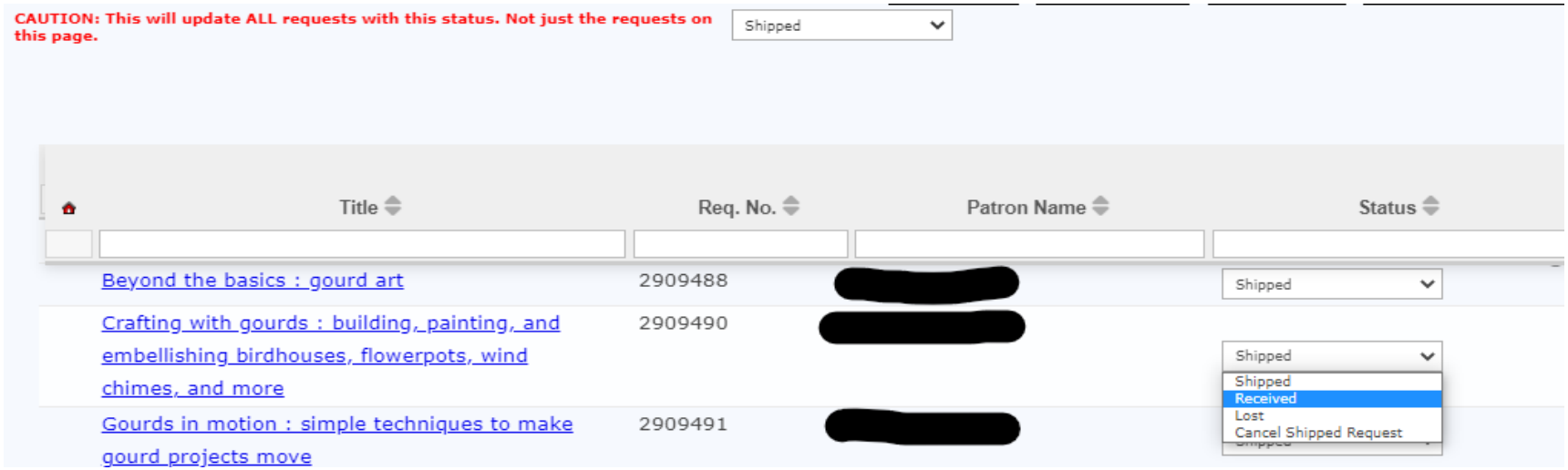
Item Shipped and Received

When the item is filled by another library, the status will move from *Pending* to *Shipped* in your Action items table. When an item arrives, click on *Shipped* to view titles. Find the title and change the status to *Received*.

(If the item is not available, it will eventually go to *Unfilled*.)

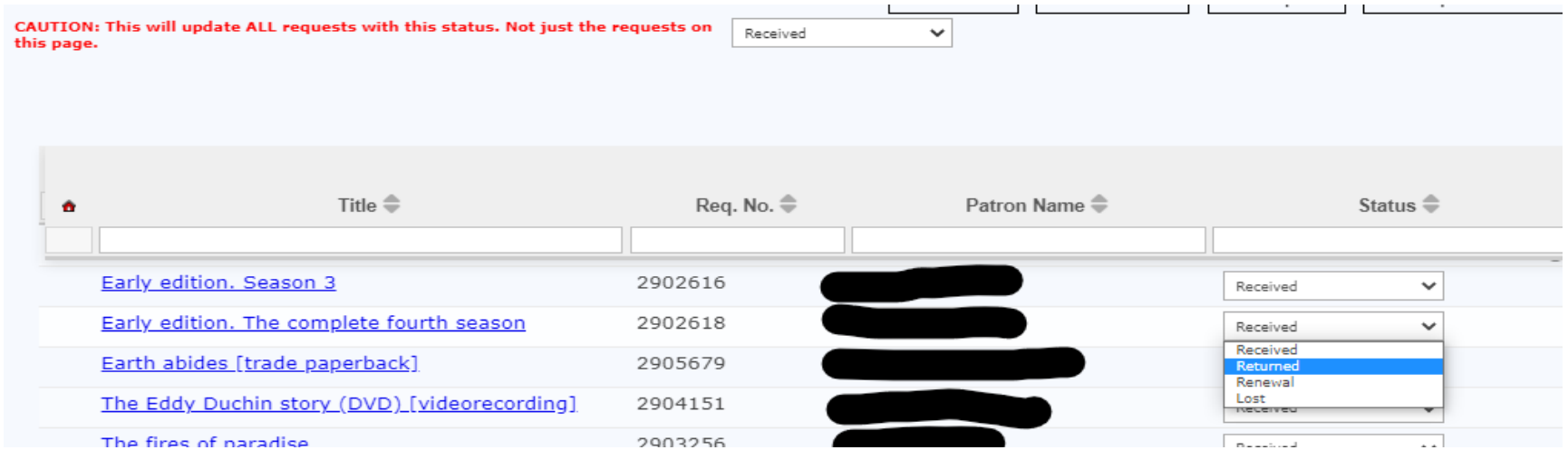


Changing status from Shipped to Received



Returning the item to the lender

Click on the *Received* link in the Borrower's Action items table. Find the title to return and change the status from *Received* to *Returned*.



The item will now go back to the **Items awaiting trading partner** response table under *Received*. **Do not** update requests in the *Returned* category. The lender will update them to *Check In* when received. Requests will automatically go to *Complete* at that time.