

Overview of the Interlibrary Loan Process

1. A patron requests material that the local library does not own.
2. Borrowing Library staff searches WISCAT to verify the title in the Wisconsin union catalog and/or Z39.50 virtual catalogs.
3. Borrowing Library staff chooses a bibliographic record, enters the patron information, and submits the request.
4. The request is transmitted into the ILL Admin module in WISCAT.
5. The ILL Admin software creates and rearranges the lender string based on the Borrowing Library's preferred lender list.
6. The request is transferred to each library in the lender string in sequence until a library fills the request.
7. Lending Library staff retrieves the material from their collection.
8. Lending Library staff marks the request **Shipped** in the ILL Admin module in WISCAT, prints out the shipping list, and sends it with the material to the Borrowing Library.
9. Borrowing Library staff receives the item and marks the request **Received** in the ILL Admin module in WISCAT.
10. The item is circulated to the requesting patron at the Borrowing Library.
11. The patron returns the item to the Borrowing Library.
12. Borrowing Library staff marks the request **Returned**.
13. Borrowing Library staff inserts the return shipping list in the item and sends it back to the Lending Library.
14. Lending Library staff receives the item and marks the request **Check In**.
15. ILL Admin software in WISCAT auto-completes the request.