



Borrow a Book

- Log into WISCAT using your 4 character library code, username and password.
- Use the simple search or navigate to the Advanced search screen.
- Enter search terms. Default indices such as *Title* may be changed by clicking the down arrow next to the appropriate field.
- Click "Search" or press the enter key.
- You may choose to "Request This Item" from the search results screen or open to the full view of the request.
- Review the record to confirm it is what you need.
- Click on the "Request This Item" button. A pre-populated loan form will open. Red starred fields are required.
- Verify the "request type" is returnable loan
- Verify the "need by" date. (Click inside the box to open a calendar to change the date)
- Review "ship to" information
- Enter patron's name and contact information (email or phone) (If you have patron accounts, use Patron Lookup)
- Click the "Submit" button at the top right or bottom of the request form.
- You will receive a confirmation message and the request number.