Borrow multiple copies of the same book

- Check the book kit list.
  http://dpi.wi.gov/sites/default/files/imce/rl3/excel/bookclubtitles.xlsx

- If your title is included in the list, follow the requesting instructions in Column E on the spreadsheet.

- If your title is not on the list, log into WISCAT using your 4 character library code, user name 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.

- Choose a record from the results screen on which to create your request.
  - Choose the most complete record with the largest number of holdings.

- Double-click on the record to open to the full record display.

- Review the record to confirm it is what you need.

- From the "Staff Function" section in the bottom of the left navigation pane, choose Multicopy.

- It will take about 3 minutes for the form to open while finding potential lenders.
  - If it takes more than 3 minutes for the form to open, close the window and email the request information to christine.barth@dpi.wi.gov
    We will create the request for you.

- A pre-populated loan form will open. Red starred fields are required.

- Verify the “need by” date. (Click the calendar icon to open, then change the date)

- Review the lender list and remove lenders (for example, from within your system) from which you already have obtained copies of the title.
  - To remove lenders, simply highlight the line containing the library code you wish to delete, then press delete on your keyboard.

- Enter the number of copies needed.

- 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.
- The software will create separate requests with different lenders for each copy you need.
- You will receive a confirmation message and the request numbers.