Borrow newspaper microfilm from Wisconsin Historical Society

- Search **Madcat** to see if the title you need is available at WHS. https://search.library.wisc.edu/
- Confirm that the title matches the publication date(s) needed.
- Log into WISCAT using your 4 character library code, user name and password
- From the WISCAT Home Page, click on the Blank ILL Request tab. You may also access the Blank ILL Request form from the ILL Admin menu under "Request Manager" within the left-hand navigation menu.
- A loan form will open. Red starred fields are required.
- Enter both the title and the time period needed in the title field. Example: *Wisconsin State Journal* for August 11-20, 1981
- Confirm that the Request Type is a “Returnable (loan)”
- For UW processing, the material bibliographic level must be set to "book".
- Select “microform” from the Material Format Options.
- Verify the “need by” date. (Click inside the box to open a calendar, then change the date)
- Review “ship to” information.
- Enter more specific information in the Borrower’s Notes field, if needed.
- Leave the number of copies at “1”.
- 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 or bottom right of the request form.
- You will receive a confirmation message and the request number.

***Maximum 6 reels, per title, per patron, per request**