



### **Request a photocopy of an article or book chapter**

- Verify the citation.
- Log into WISCAT using your 4 character library code, user name and password.
- Click on the "Blank ILL Request" tab.
- The loan form will open.
- Use the down arrow to change the "request type" field.
- Choose "non-returnable (copy)" request.
- The copyright restriction notice will appear. Click OK to agree with the terms. A new form will open.
- Verify the "material bibliographic level" is correct. Use the down arrow to change if needed.
- Enter as much information as you have. Red starred fields are required.
- Enter article or chapter title along with inclusive page numbers
- Confirm "need by" date.
- Your primary default lender's code will automatically appear in the lender list field.
- Review "ship to" information
- Enter patron's name and contact information (email or phone)
- Click the "Submit" button.
- You will receive a confirmation message and the request number.