

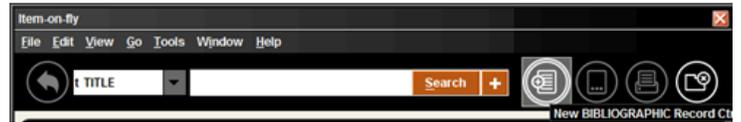
Circulating WISCAT Interlibrary Loans in Sierra

Check Out

1. In the Sierra *Checkout Function* open the patron record.
2. In the barcode box enter the WISCAT request number from the shipping slip. Search.

Item-on-fly

3. Click the NEW icon at the top of screen.



Add New Record – New Bibliographic:

Insert a Non-Marc field

4. At the AUTHOR prompt use all caps to type in author, last name first. Next.
5. At the TITLE prompt: type title in caps (for AV include format, such as [DVD]). Next.



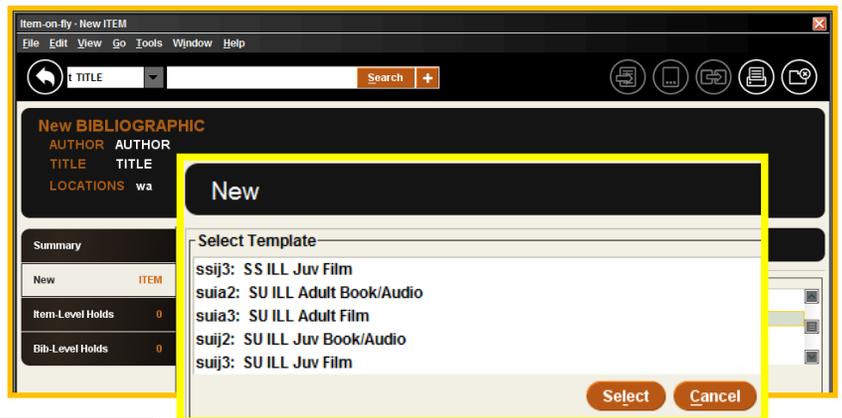
(If a duplicate record comes up, close it.)

Item-on-the-fly New Bibliographic:

Select Template

6. At the ITEM prompt: **scroll down** and **choose from the following template options** and click Select:

- **..ILL Adult Book/Audio**
- **.. ILL Adult Film**
- **..ILL Juv Book/Audio**
- **..ILL Juv Film**



Item-on-the-fly New Item: Edit Data

7. At the IMEDIA prompt: select from the media list.
8. At the CALL # prompt: type the lending library's code, name in the call # field (for example: MW Milwaukee PL). Next.
9. Edit the record by double-clicking in the box fields. For *imessage* choose: "x - Interlibrary Loan!"



| New | | | |
|---------------------------|-------------------|------------|-------|
| Barcode: b111111111111111 | | | |
| COPY # | 1 | LCHKIN | - - : |
| CATEGORY | 200 | INVDA | - - : |
| IMEDIA | 1 BOOKFICTION | IN LOC | 0 |
| ITYPE | 25 ILL BOOK/AUDIO | # RENEWALS | 0 |
| PRICE | \$65.00 | # OVERDUE | 0 |
| OUT DATE | - - : | ODUE DATE | - - : |
| OUT LOC | 0 | IUSE3 | 0 |
| DUE DATE | - - : | RECAL DATE | - - : |
| PATRON# | 0 | TOT CHKOUT | 0 |
| LPATRON | 0 | TOT RENEW | 0 |
| ITEM LOC | wa Washburn | LOANRULE | 0 |
| STATUS | x UNAVAILABLE | INTL USE | 0 |
| IMESSAGE | x LIBRARY LOAN! | COPY USE | 0 |
| OPACMSG | o ILL | LYCIRC | 0 |
| BARCODE | 111111111111111 | | |
| CALL # | MW Milwaukee | | |

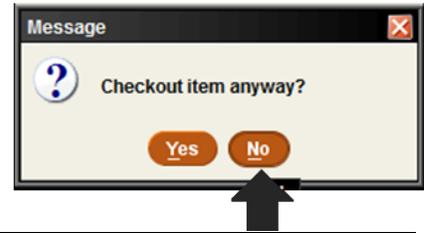
Edit Mode (OVR)

Note: The ILL Template uses an ILL I(Item)Type.

10. Click the Save icon to save the new record.

11. At the message prompts:

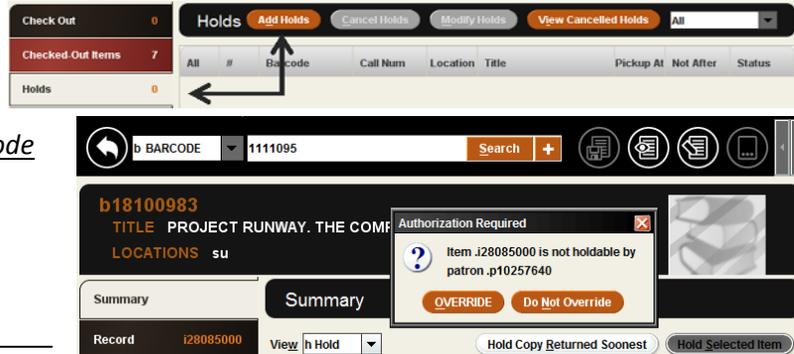
- If your *iMessage* pops up click OK
- At the status prompt choose NO to clearing the status.
- At the checkout prompt choose NO to checkout anyway.



Place A Hold on the New WISCAT Item

12. To place a hold on the new item for the patron:

- Select Holds. Select Add Holds.
- Change the search index to Barcode and enter the barcode.
- Click Hold Selected Item and Override the block. Place the hold.
- Close the patron record.



Print a Hold Pick-up Slip

13. From the Check In function enter the WISCAT barcode. At the message prompts:

- Choose not to clear the status of "UNAVAILABLE"
- Choose Yes to check it in.
- Choose Yes to print slip to place in the book for the holdshelf

Renewing Interlibrary Loans

1. Look up the request in WISCAT, change status of request to Renewal and submit.
2. Wait for lender response in WISCAT "Accepted Renewal"
3. In Sierra check the item in and then check it out to the patron again.