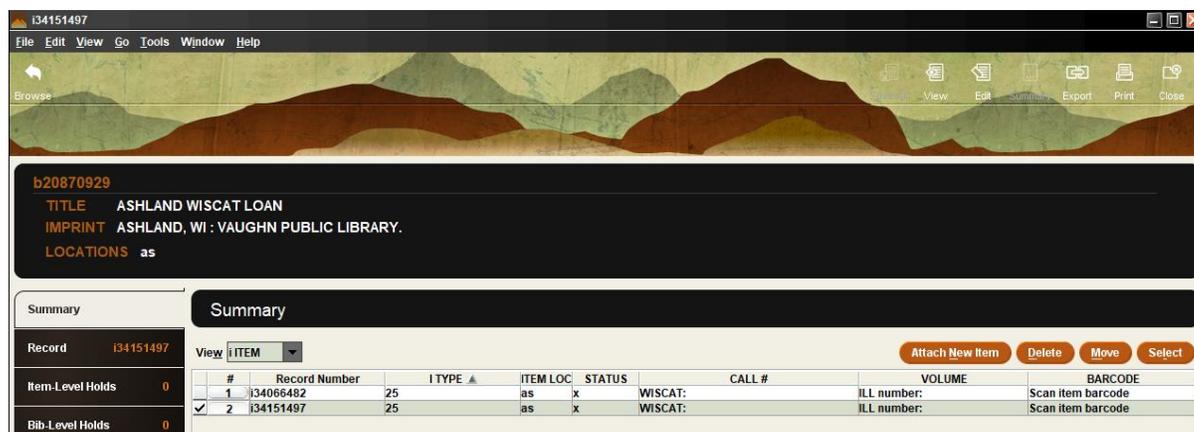# Processing WISCAT Items

March 3, 2021

Attaching your patrons' WISCAT items to your library's WISCAT loan bibliographic record will keep all your ILL items in one place, allow patrons to see the individual items on their account, track each item's lending period, and track ILL statistics in Sierra.

The bib record's title is (Library) WISCAT Loan. This bib record is suppressed, so it is not visible in the online catalog.

Click on **Summary** to view the items on your bib. The item summary screen looks like this:

Staff can see at a glance how many out-of-system loan items you currently have. Each column is sortable.

Choose your workflow

When requesting WISCAT items, you can choose whether to wait for the requested item to arrive at your library and then create the item record or you can choose to create an item record and place the hold for the patron when the patron makes the request. See directions below for both workflows.

Creating an WISCAT item record with item in hand

When a WISCAT item arrives for one of your patrons:

Search for your WISCAT loan record and open it. From the item summary screen, choose Attach New Item and then choose the needed ILL template.

In the variable fields in the bottom part of the record, enter the title of the item after the word WISCAT in the Call # field.

In the Volume field, enter the ILL or WISCAT number. The lending library can also be added to the volume field. This is optional.

In the Barcode field, enter the barcode that is on the item.

Verify the correct itype code, 25 for Book/Audio or 26 for Film. Verify correct imedia code for the item. Click Save.

When you are to this point the lower part of the item record should look like this:

CALL #			WISCAT: AN ABSOLUTE TURKEY
VOLUME	2662905
BARCODE	30005000168628

Place an item level hold on this item for the patron who requested it, then check it in. This will generate a hold pick-up notice for the patron and alert staff a hold is ready when the patron comes in. Place the item on the holdshelf.

NOTE: The item will have to be marked Received in WISCAT; have a procedure in place to send the WISCAT paperwork to the staff member in your library responsible for this task.

Creating an WISCAT item record without item in hand

Staff may enter the title of a request at the time the patron makes it. This will let the patron know the request is in the works. To do this, create a new item record on your library's WISCAT Loan bib and enter the title. In the volume field, enter the WISCAT request number so you can keep track of it. Place the item level hold for the patron so it shows up on their holds list. Leave the other fields as they are. When the item comes in, add the item barcode to the barcode field. Then check it in to place it on the holdshelf.

When the patron picks up the item
Check the item out to the patron using the barcode on the item.

When the patron returns the item
Check in the item in Sierra.
Mark the item returned in WISCAT.
On a **monthly** basis, review in WISCAT to verify what items have been completed. After an item has been completed in WISCAT, go to Sierra and delete that specific item record.

Finding your WISCAT Bib Record

Each library has a bib record set up for their interlibrary loan items from WISCAT. The list below shows the bib number for each library. The bib record's title is (Library) WISCAT Loan.

B20870929	Ashland
b20870930	Bayfield
b20870942	Boulder Junction
b20870954	Cable
b20870966	Drummond
b20870978	Eagle River
b2087098x	Grantsburg
b20870991	Hayward
b20871004	Hurley
b20871016	Iron River
b20871028	Lac du Flambeau
b20871053	Land O'Lakes
b2087103x	LCO College
b20871065	Madeline Island
b20871077	Manitowish Waters
b20871089	Mellen
b20871090	Mercer
b20871107	Phelps
b20871119	Presque Isle
b21096739	Red Cliff
b20871120	Sayner
b20871132	Shell Lake
b20871144	Spooner
b20871156	Superior
b20871168	Washburn
b2087117x	Webster
b20871181	Winter
b20871193	Winchester