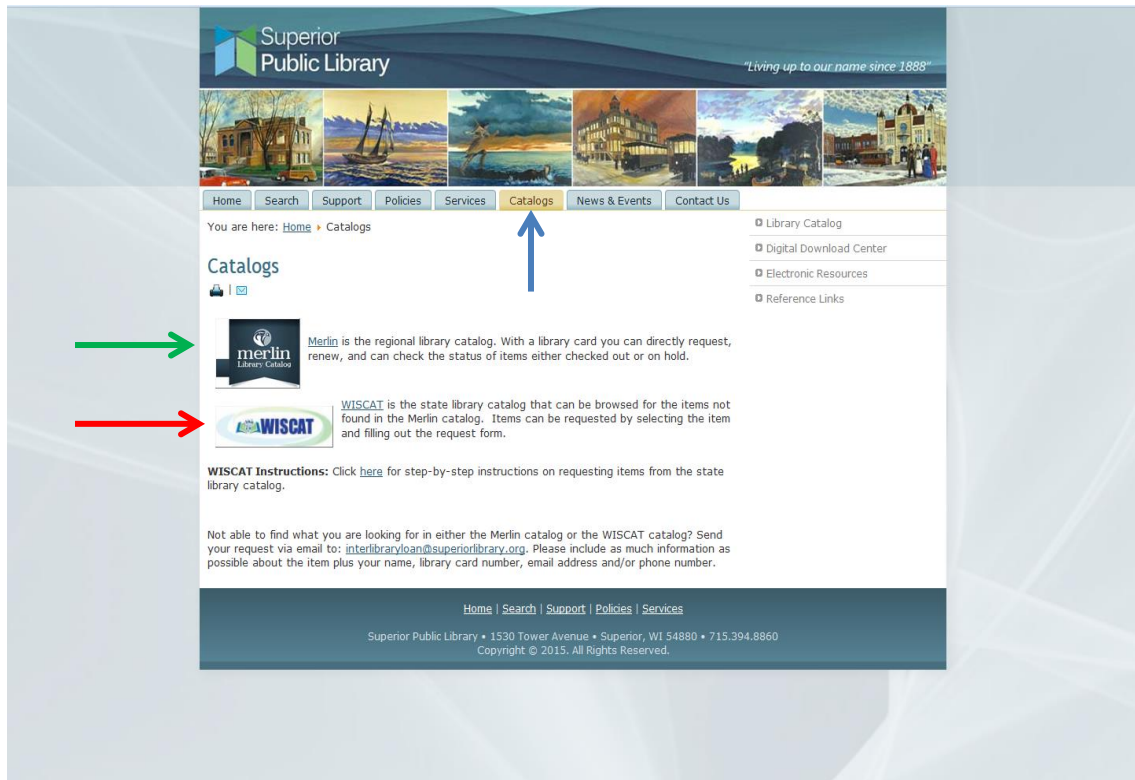


REQUESTING MATERIALS FROM WISCAT INSTRUCTIONS

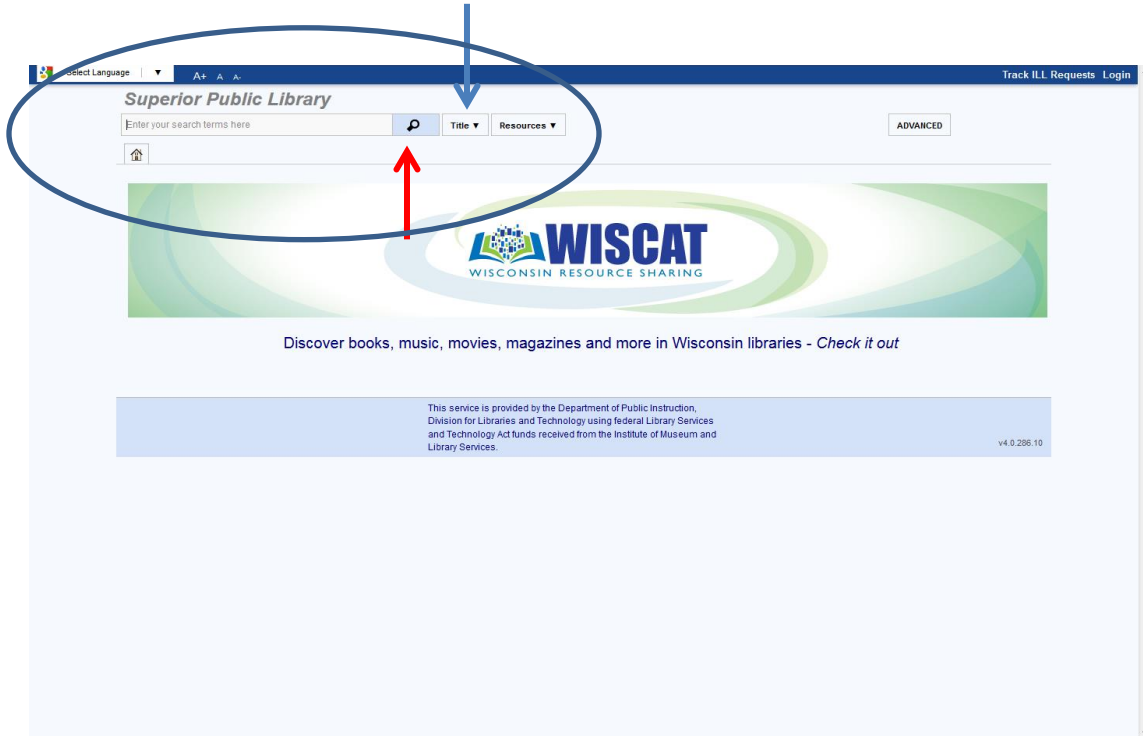
- Step one: Check the Merlin catalog for your item. Go to the Superior Public Library homepage (www.superiorlibrary.org). Click on the Catalogs tab (blue arrow) and the Merlin link (green arrow) If your item appears click on the ✓ to request the item.

If your item is **not** in the Merlin catalog, go back the Catalogs page and click on the Wiscat link (red arrow)

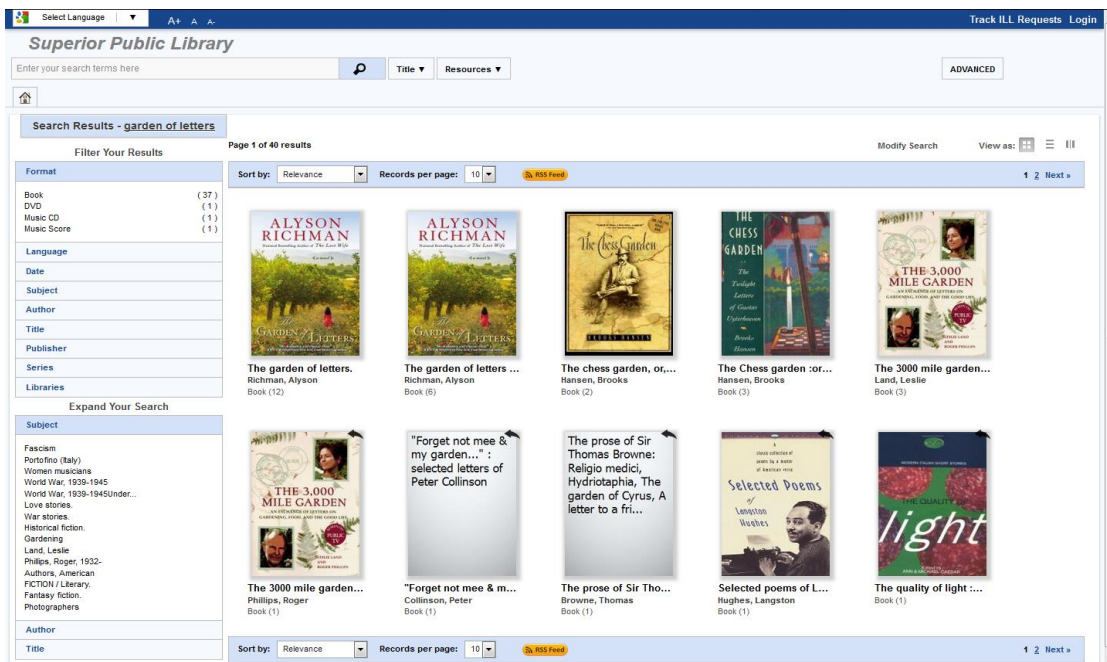


- Step two: Enter your search in the box at the top of the screen. By clicking on the ▼ you can select how you search: title, author, keyword, ISBN, etc.(blue arrow). Click on the magnifying glass or hit enter to begin search.(red arrow). Note: be sure the Wiscat page says Superior Public Library above the search box. If it doesn't please contact a Librarian.

REQUESTING MATERIALS FROM WISCAT INSTRUCTIONS



- Step three: The results of your search will show up on a screen that looks like this –
Click on the item you want.



REQUESTING MATERIALS FROM WISCAT INSTRUCTIONS

- Step four: If this is the item you want click on the 'Request this item' button (red arrow)

The screenshot shows the Superior Public Library website interface. At the top, there is a search bar with the text "Enter your search terms here" and a search icon. To the right of the search bar are links for "Title" and "Resources", and an "ADVANCED" button. Below the search bar, the page displays "Search Results - garden of letters" and "Showing 1 - 2". The first result is for the book "The garden of letters" by Alyson Richman. The book details include ISBN 9780425266250 (sc.), ISBN 0425266257 (hc.), System Nbr (S#s) 8780425266250, System Nbr (OCoL) 8780425266250, System Nbr (OCoL) 8780425266250, Author Richman, Alyson, Title The garden of letters (Alyson Richman), Production New York: Berkley Books, 2014, Description 372 pages .21 cm, Content type text, Media type unmediated, Carrier type volume, Electronic Cover image. To the right of the book details is a "Request This Item" button with a star rating of 4.5 and "206 total review(s)". A red arrow points to this button. Below the book details is a "Location Information - BOOK" section with a table of library systems and their availability:

Location Information - BOOK	Availability
Arrowhead Library System (RockCat)	No copies currently available
South Central Library System (ILINKcat)	1 copy currently available
Winding River Library Sys (WVRL SVCE)	2 copies currently available
Wisconsin Valley Library Service (V-Cat)	No copies currently available
Brown County Library	No copies currently available
Eastern Shores Library Sys (EastCat)	1 copy currently available
W.O.B.E. Consortium	3 copies currently available
Madison-Columbia Library System	1 copy currently available
CAFF (Waukesha Co.)	1 copy currently available

The second result is for the same book, "The garden of letters" by Alyson Richman, with ISBN 9780425266250 (paperback), ISBN 0425266257 (paperback), System Nbr (OCoL) 8780425266250, Author Richman, Alyson, Title The garden of letters (Alyson Richman), Production New York: Berkley Trade, 2014, Physical Description 372 pages cm, Content type text. To the right of the second book details is another "Request This Item" button with a star rating of 4.5 and "206 total review(s)".

- Step five: Fill in all the red highlighted areas on the request form (except the need by date which is auto-filled). You need to enter: your library card number, your first and last name and provide a phone number or email address. Also you will need to create a password. Click on the submit button when done (red arrow)

REQUESTING MATERIALS FROM WISCAT INSTRUCTIONS

Select Language A+ A A- Track ILL Requests Login

ILL Request

ILL Request - record (Loan) Submit Cancel

Borrower: 05AA Superior Public Library
Borrower's Phone: (715) 394-8875
Request Date: 3/18/2015
Request Type Options: Returnable (loan)
Material Bibliographic Level Options: Book
Material Format Options: None of the below
Title/Journal Title: The garden of letters
Author/Creator: Richman, Alyson.
Publisher (Place, Name, Date): New York Berkley Books 2014.
Edition: Berkley trade paperback edition.
Any Edition is Acceptable:
Physical Description: 372 pages ; 21 cm.
This Format Only:
ISBN: 9780425266250 (sc.) 0425266257 (sc.)
OCLC Number: 879642273
Where was this found?: Created from Z39.50 record ocn879642273:Arrowhead Library System (RockCat)
6/16/2015
*Need by:
*Create a Password:
*Last Name:
*First Name:
Middle Name or Initial:
*Library Card Number:
Address:
City, State, ZIP:
*Email or Phone:
Pickup Location Options:
Additional Notes:

- Step six: Wait until you see a confirmation screen that says your request has been submitted, it will appear in a green bar at the top of the screen. You may request more Wiscat items by clicking on the house icon (red arrow) or end your session by clicking on the **X** in the upper right hand corner of the screen.

Select Language A+ A A- Track ILL Requests Login

Superior Public Library

ILL Request

Your request 1611102 has been submitted - 3/18/2015 12:51:02 PM

ILL Menu
Print Request
Return To Results
Track My Requests

ILL Request

Request ID: 1611102
Request Date: 3/18/2015 12:51:02 PM
Request Status: Awaiting collection
Borrower: 05AA Superior Public Library
Borrower's Phone: (715) 394-8875
Request Date: 3/18/2015
Request Type Options: Returnable (loan)
Material Bibliographic Level Options: Book
Material Format Options: None of the below
Title/Journal Title: The garden of letters
Author/Creator: Richman, Alyson.
Publisher (Place, Name, Date): New York Berkley Books 2014.
Edition: Berkley trade paperback edition.
Any Edition is Acceptable: yes
Physical Description: 372 pages ; 21 cm.
This Format Only: no
ISBN: 9780425266250 (sc.) 0425266257 (sc.)
OCLC Number: 879642273
Where was this found?: Created from Z39.50 record ocn879642273:Arrowhead Library System (RockCat)
6/16/2015
Need by:
Create a Password: test
Last Name: lnda
First Name: olson
Middle Name or Initial:
Library Card Number: 2612000400222
Address: