

Wiscat Self-Initiated ILL

Users may request materials not in MONARCHCAT from WISCAT from the comfort of their own home. There is a limit of 5 active requests at one time. All requests are monitored and approved by Grafton Library Staff. Some requests may not be honored due to availability or restrictions of the owning library. Titles newer than 6 months will not be honored. Requests for materials available in MONARCHCAT will not be approved. Requests for media items (DVDs, CDs, Audiobooks) will not be approved. If you need to request a media item, please contact the Cedarburg Library at 262-375-7640.

Before you use WISCAT for the first time you will need to request the Grafton Library ILL Staff to activate your account. Your account information will be the same as your MONARCHCAT account. The username will be your library barcode number (no spaces) and your password will be the last four digits of your phone number.

- Go to www.graftonpubliclibrary.net
- Hover over **Resources**
- Click on **Online Resources**
- Scroll down to the **WISCAT** link
- Click on the login button in the top right corner
 - Choose Grafton Public Library from the dropdown menu
 - Enter your library barcode number as your username
 - Enter your PIN number as your password (the last four digits of your phone number)
- When logged in you will see your name in the upper right hand corner and Grafton Public Library displayed in the upper left corner.
- Perform your search using the dropdown for title, author, isbn, etc. There is also an advanced search option.
- Once you complete your search by clicking the spyglass or pressing the enter key on your keyboard you will get more options to narrow your search results.
- When you've found the item you want make sure the format, edition and any other information is correct. Click on **Request This Item** and a new screen will appear with an ILL Request Form.
- Make sure that the information is correct on the ILL Request Form and then click **Submit**.
- The Grafton ILL Staff will receive your request and contact you when it arrives or let you know if we are unable to fulfill the request.
- When your item arrives, ask at the Circulation Desk to pick up your item.
- All ILL items need to be returned to the Grafton Public Library. They **cannot** be returned to other Monarch System Libraries.