

## WISCAT Self-Initiated ILL

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Users may request items not available in the TRIO Catalog from WISCAT on their own digital device from the comfort of their home. There is a limit of 5 active requests at any one time. All requests are monitored and approved by Horicon Public Library staff. Some requests may not be honored due to availability or restrictions of the owning library. Requests for materials available in the TRIO catalog will not be approved.

Before you use WISCAT for the first time you will need to request the Horicon Public Library ILL staff activate your account. All information for your WISCAT account is derived from your TRIO account and may not differ. Please update your TRIO account with current contact information. Request a PIN # if you do not have one.

- You may begin searching by clicking on the WISCAT Link on the home page of the Horicon Public Library at [www.horicon.lib.wi.us](http://www.horicon.lib.wi.us) or go directly to WISCAT at <http://stwi-agent.auto-graphics.com/MVC>
- Click on login button in top right corner
  - Choose Horicon Public Library from the dropdown menu
  - Enter your Library Card # as your user name
  - Enter your library card PIN as your password
- When logged in you will see your name in the upper right hand corner and Horicon Public Library displayed in the upper left corner. Below that you will see a search bar where you may enter your search terms. You may limit your initial search by a single parameter with Title being the default. Use the dropdown menu to choose other parameters. An advanced search is available where you may combine two or three parameters to further limit your search.
- Once you have the search results you may narrow them even further by format on the left side filter menu.
- When you've found the item you want make sure the format, edition and any other information is correct. Click on Request Item and a new screen will appear.
- Enter your library card # and click Search. Double click your name. The request screen will pop up automatically populated with your and the item's information. Double check to see that the information is correct. If there is a problem with your information you will need to contact the Horicon Public Library ILL staff before you submit your request.
- Click Submit and a printable confirmation page will appear. There is no need to bring a confirmation to the library. ILL requests are automatically sent to the Horicon Public Library and are monitored normal working days by ILL staff.
- When your item arrives you will be notified as you are for normal library holds. Please note that due dates vary on WISCAT items and are noted on each item. Items are held for one week and returned if not picked up.
- If the item is not available we will attempt to notify you by phone or email.

For those not wanting to complete self-initiated ILLs, a request form is available at the circulation desk.