

MSTC STUDENT INTERLIBRARY LOAN REQUESTS

Materials not available at MSTC libraries may be borrowed from other libraries through a Student Initiated Interlibrary Loan request. There is no charge for this service.

Please read the following instructions before continuing.....

- ⇒ Search WISCAT (the online catalog of Wisconsin Libraries) and select the item you would like to request.
- ⇒ Submit an electronic request form for the identified item by clicking the "Request This Item" button. You must have an active library card number in order to complete the process.
- ⇒ Fill in the following information: Your name, library card number, email address and telephone number. For a magazine article request, please fill in the volume, issue, date, pages, article title and author. You **also** must change the "Type of Request" to "**Copy Non Returnable**," "Type of Material" to a "**Serial**," and "Type of Media" to "**Photocopy**." Click on the "Submit" button.
- ⇒ Staff at MSTC libraries will see the request in their electronic interlibrary loan file, review it, and authorize the request to be transmitted to the library that holds the requested item.
- ⇒ The library that owns the requested item will send it to the MSTC library you choose as a pick-up location.
- ⇒ You will be notified by phone, mail or email when the requested item has been received and is ready for you to pick up.
- ⇒ You will return the item to the MSTC library you chose as your pick up location when you are finished using it.

Contact personnel as the following locations with questions:

Marshfield Campus

Diane Varsho

717/389-7020

Diane.Varsho@msct.edu

Stevens Point Campus

Sharon Peters

715/342-3129

Sharon.Peters@mstc.edu

Wisconsin Rapids Campus

Tammy Kruger

715/422-5468

Tammy.Kruger@mstc.edu