

Win Borrow – Step by step guide for patrons

1. Go to the VALNet catalog – VALNet patrons MUST do WIN-Borrowing via the VALNet catalog – they can't get items sent to VALNet libraries if they enter another catalog – they must enter the VALNet catalog.
2. From the basic search screen, select "Win libraries."

[Win Libraries](#) [Search](#) [Headings](#) [Titles](#) [Library Account](#) [Login](#) [Requests](#) [History](#) [Help](#) [Exit](#)

3. You will now see the list of WIN Databases. From here you need to select the database you wish to search.

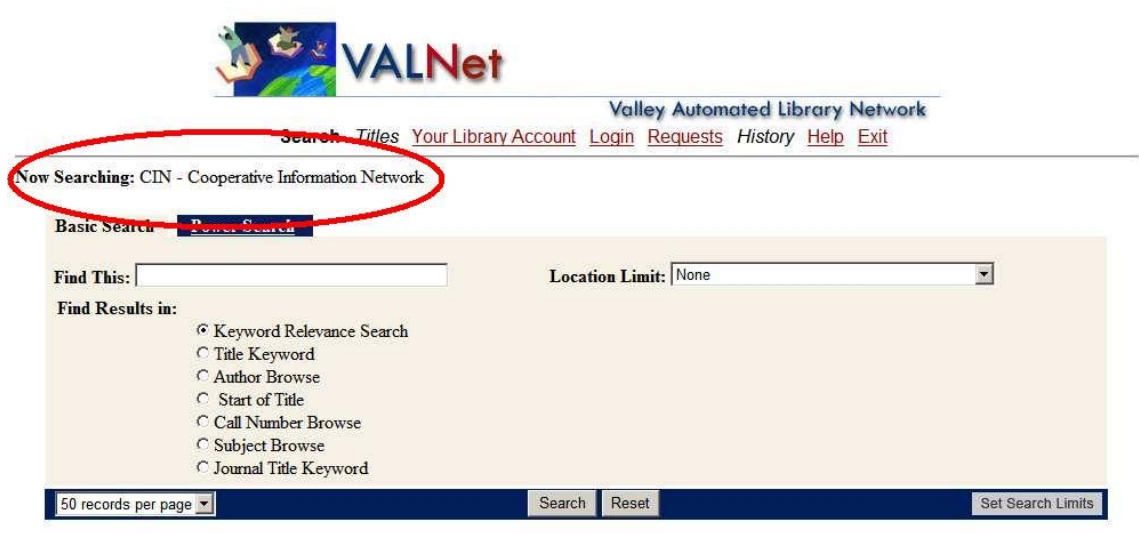
Please select the database you wish to search.

Use the [Ctrl] key to select more than one database from each group. Use the [Shift] key to select a range of locations from each group.

Local Libraries:

Other Databases:

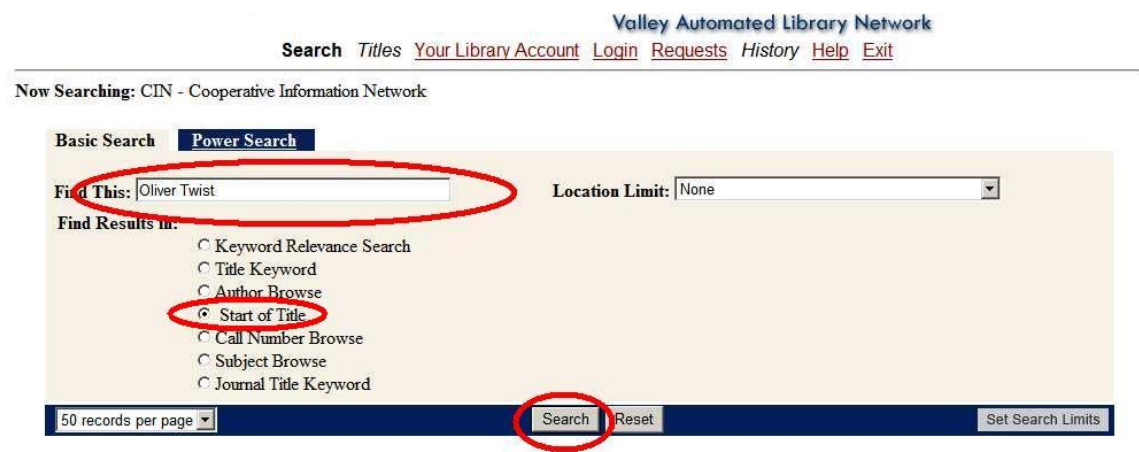
- Once you've connected to a database, you will see the catalog you select (and it is possible to select more than one external catalog at a time) within the regular VALNet OPAC screens. You will know which database (or databases) you're in based on the "Now Searching" heading on the top right corner of the screen.



- From here you do a normal search for an item, just like you would in the regular VALNet OPAC. In this example, I'm going to put a WIN Borrow hold on Hayden Public Library's copy of OLIVER TWIST by Charles Dickens. This is just an example, though. You should only really request things from the other WIN consortiums only if they are not available through VALNet.


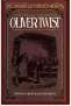




a. Search for the item:

In this example I type in the search terms "Oliver Twist," I click on the "Start of Title" radio button, and then I click on the "Search" button.



b. Select the item you wish to hold:

In this example a title search for OLIVER TWIST generates 22 results - I'm just going to select the first one by clicking on the number next to the item or on the title of the item.

#	Media Type	Title <	Author	Date	Cover
<input type="checkbox"/> [1]	 book	Oliver Twist	Dickens, Charles	1987	
<i>Item has more than one copy.</i>					
<input type="checkbox"/> [2]	 book	Oliver Twist	Dickens, Charles	1943	
<i>Library Location: WALLACE PUBLIC ADULT FICTION Call Number: DICKENS Status: Not Checked Out</i>					
<input type="checkbox"/> [3]	 book	Oliver Twist /	Dickens, Charles, 1812-1870	1979	
<i>Library Location: NEWPORT JUVENILE FICTION Call Number: JF Dic Status: Not Checked Out</i>					
<input type="checkbox"/> [4]	 book	Oliver Twist /	Dickens, Charles	1999	
<i>Item has more than one copy.</i>					
<input type="checkbox"/> [5]	 book	Oliver Twist	Dickens, Charles	1944	
<i>Item has more than one copy.</i>					

c. Once you're at this stage of a search, you will see a detailed record of who owns various copies of the item you are searching for. This example is owned by Hayden, Kellogg, Plummer, and Silver Hills but I'm going to put the hold on the copy owned by Hayden.

Detailed Record Brief Record Bibliographic **View Additional Information**

The adventures of Oliver Twist / Charles Dickens ; with twenty-four...

Database: CIN - Cooperative Information Network

Main Author: [Dickens, Charles](#).

Other Author(s): [Cruikshank, George, 1792-1878](#).

Title: The adventures of Oliver Twist / Charles Dickens ; with twenty-four illustrations by George Cruikshank and an introduction by Humphry House.

Other Title: [Oliver Twist](#).

Primary Material: Book

Publisher: Oxford ; New York : Oxford University Press, 1987, c1949.

Description: xxvi, 415 p. : ill. ; 19 cm.

Series: The Oxford illustrated Dickens

Notes: Reprint of the edition first published in 1949.

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Database: CIN - Cooperative Information Network

Location: HAYDEN ADULT FICTION

Call Number: [DICKENS](#)

Number of Items: 1

Status: Not Charged

Database: CIN - Cooperative Information Network

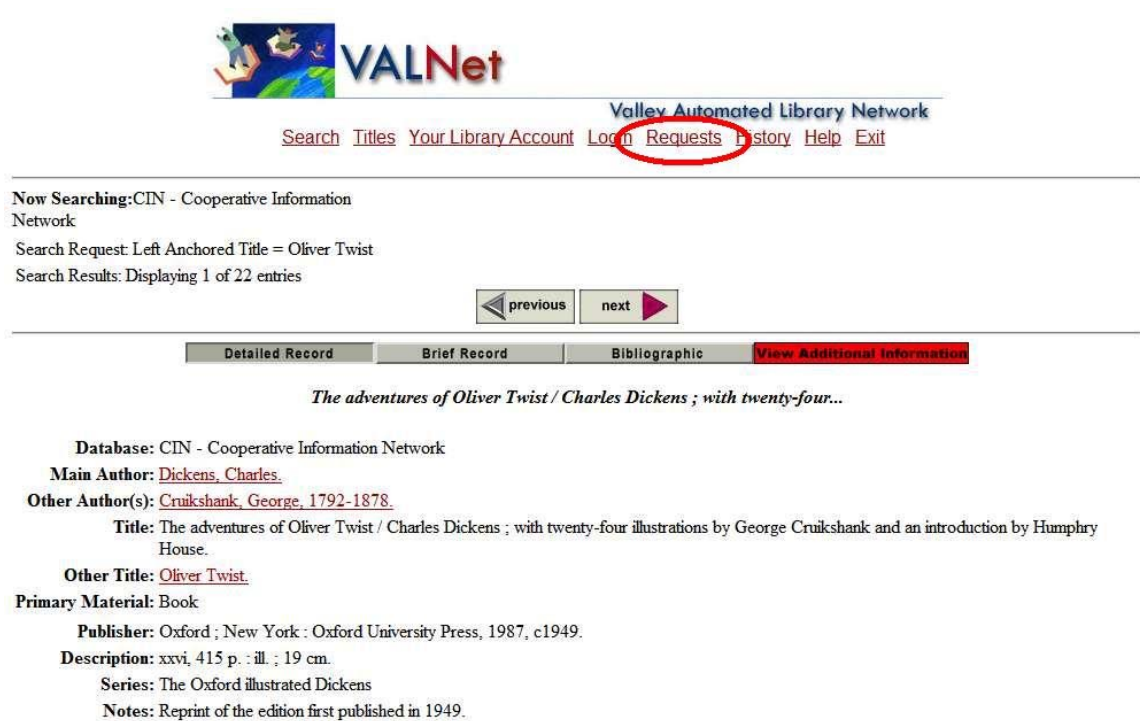
Location: HAYDEN ADULT FICTION

Call Number: [DICKENS](#)

Number of Items: 1

Status: Not Charged

6. At this point, if this is the item you're sure you want, go to the top of the screen and select "Requests."



The screenshot shows the VALNet (Valley Automated Library Network) website. At the top, there is a logo with the text "VALNet" and "Valley Automated Library Network". Below the logo is a navigation menu with links: Search, Titles, Your Library Account, Login, Requests, History, Help, and Exit. The "Requests" link is circled in red. Below the navigation menu, the page displays search results for "The adventures of Oliver Twist / Charles Dickens ; with twenty-four...". The results include fields for Database, Main Author, Other Author(s), Title, Other Title, Primary Material, Publisher, Description, Series, and Notes. The "View Additional Information" link is highlighted in red.

VALNet
Valley Automated Library Network

[Search](#) [Titles](#) [Your Library Account](#) [Login](#) [Requests](#) [History](#) [Help](#) [Exit](#)

Now Searching: CIN - Cooperative Information Network
Search Request: Left Anchored Title = Oliver Twist
Search Results: Displaying 1 of 22 entries

◀ previous next ▶

[Detailed Record](#) [Brief Record](#) [Bibliographic](#) [View Additional Information](#)

The adventures of Oliver Twist / Charles Dickens ; with twenty-four...

Database: CIN - Cooperative Information Network
Main Author: [Dickens, Charles](#)
Other Author(s): [Cruikshank, George, 1792-1878](#)
Title: The adventures of Oliver Twist / Charles Dickens ; with twenty-four illustrations by George Cruikshank and an introduction by Humphry House.
Other Title: [Oliver Twist](#)
Primary Material: Book
Publisher: Oxford ; New York : Oxford University Press, 1987, c1949.
Description: xxvi, 415 p. : ill. ; 19 cm.
Series: The Oxford illustrated Dickens
Notes: Reprint of the edition first published in 1949.

7. This will take you to the standard VALNet "Login" screen. At this point you do the following 4 things.

- a. Make sure the drop down menu says "Home Library: VALNet"
- b. Type your library card number in the box that says "Your Library Card Number"
- c. Type your last name in the box that says "Last Name"
- d. Click on the button that says "Login"

VALNet

Valley Automated Library Network

[Search](#) [Titles](#) [Your Library Account](#) [Login](#) [Requests](#) [History](#) [Help](#) [Exit](#)

Please enter your Patron Barcode and Last Name, then click the Login button.

Home Library: VALNet

Your Library Card Number * [masked]

Last Name: Frosty

Login Reset

[Win Libraries](#) [Search](#) [Headings](#) [Titles](#) [Library Account](#) [Login](#) [Requests](#) [History](#) [Help](#) [Exit](#)

8. Once you click on "Login" you'll be taken to the "WIN Borrow" hold screen. At this point all you need to do is click on "OK"

VALNet

Valley Automated Library Network

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Please Choose the Type of Request

WINBorrow Request

OK Reset

[Win Libraries](#) [Search](#) [Headings](#) [Titles](#) [Library Account](#) [Logout](#) [Bookbag](#) [Requests](#) [History](#) [Help](#) [Exit](#)

Ex Libris

9. Once you click on "OK" you'll be taken to "Choose Location" screen. At this point you need to do the following:
 - a. Choose which copy of the item you wish to have sent to you. (In this case I'm picking the top copy which comes from Hayden.
 - b. You need to enter your library card number again.
 - c. You need to select the "Library network" at which you wish to pick up the copy of the item you are requesting.
 - d. You need to select the "Library location" at which you wish to pick up the copy of the item you are requesting.

e. You need to click on the button that says "Submit"



Valley Automated Library Network

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WebVoyage Request:UB_Request	
Title:	The adventures of Oliver Twist / Charles Dickens ; with twenty-four...
Instructions:	Please select an item.
Library:	Cooperative Information Network
	50610011856791 HLADFC
Your Library Card Number *:
Comment:	
Pick Up Library:	VALNet
Pick Up At:	Moscow Public Library
This request will expire after:	180 Day(s)
	<input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/>

[Win Libraries](#) [Search](#) [Headings](#) [Titles](#) [Library Account](#) [Logout](#) [Requests](#) [History](#) [Help](#) [Exit](#)

10. After you've hit "Submit" you will get one of the following screens:

a. "Your Patron Initiated Request was successful"

If you get this screen, your request was successful and you will receive the item when it arrives at the library you selected as your pickup location.



Valley Automated Library Network

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Your Patron Initiated Request was successful

[Win Libraries](#) [Search](#) [Headings](#) [Titles](#) [Library Account](#) [Logout](#) [Requests](#) [History](#) [Help](#) [Exit](#)

c. "There are no circulating items available to satisfy your UB Borrowing Request."

In this case you have attempted to place a hold on an item that is not allowed to go out on WIN Borrow requests (such as a Video, CD or New Book - see the notes for more information) or you have attempted to request an item that is checked out.



b. "Your Patron Initiated Universal Borrowing Request failed." Your request was unsuccessful.



At this point there are also many other messages that may follow the "Your Patron Initiated Universal Borrowing Request failed." They tend to describe the possible reasons that a request failed. See the notes at the bottom for a list of why requests might fail.

11. If a request is successful, you will be able to track your holds on the "Your Library Account" screen in the VALNet Catalog. To access this screen, go to the top of any VALNet catalog page and click on "Your Library Account."



For this example, the request information for the example patron looks like:

Request Information

Requests Pending

Cancel?	Item	Status
<input type="checkbox"/>	Adventures of Oliver Twist / Charles Dickens ; with twenty-four illustrations by George Cruikshank and an introduction by Humphry House. c. 1 Requested from Cooperative Information Network	Accepted - 07-11-07 17:16

Cancel Requests Reset

-
12. Once the library that owns the material you are requesting has found the item, the status of that item will change from "Accepted" to "In Transit." If the library you're requesting material from is unable to fill your request, instead of "Accepted" or "In Transit" the status of the item will read "Not Filled." If a request is not filled, you must contact the library that owns the material to ask them why the request was not filled. Only the library that owns the material will be able to answer that question.

Notes

The only items that can be borrowed via WIN Borrow from other libraries are books.

You will not be allowed to place WIN Borrow holds on CDs, DVDs, Videocassettes, magazines, or other non-book items.

In addition to non-book materials, some libraries will not loan books that are less than 1 year old via WIN Borrow.

If you have any "Blocks" on your library account, you cannot use WIN Borrow. Normal patron blocks appear on the "Your Library Account" link in the VALNet catalog. Blocks are created if a patron has any overdue material, any fines, or any other fees.

If your library account has "expired" you cannot use WIN Borrow. This type of block will not appear on the "Your Library Account" link in the VALNet catalog. In

this case, contact your library to have them verify your contact information and re-activate your account.

WIN Borrow items check out for 28 days and do not generate overdue fines. However, once an item borrowed via WIN Borrow is overdue for a specified amount of time, it is declared "Lost" and you are charged the replacement cost for the item and a \$10.00, non-refundable fee is applied to your library account. If the "Lost" item is returned, the replacement cost can be forgiven, but the \$10.00 fee must be paid before you can use your library account again.