Find information about the types of notes available in WorldShare Interlibrary Loan, which can be used to add additional information relevant to the borrowing library, lending library, or patron. Use notes to add additional information relevant to the borrowing library, lending library, or patron. To add a note to your book straps, please see Printing for Borrowers, Customize book straps and stickers or Printing for Lenders, Customize book straps.

Note: Only Staff Notes can be edited after a request is closed.

<table>
<thead>
<tr>
<th>TYPES</th>
<th>DESCRIPTION</th>
<th>SOURCE</th>
<th>VISIBLE TO</th>
<th>EDITABLE STATUS</th>
</tr>
</thead>
</table>
| **BORROWING NOTES** | Additional borrowing information, if needed.  
500 character limit. | Borrowing library  
- Configured as Constant Data.  
- Entered directly in request. | Borrowing Library  
Lending Library  
Note: This note is retained when a request is archived. | • New  
• New for Review  
• Received |
| **BILLING NOTES** | Additional billing information, if needed.  
500 character limit. | Borrowing library  
- Configured as Constant Data.  
- Entered directly in request. | Borrowing Library  
Lending Library  
Note: This note is retained when a request is archived. | • New  
• New for Review |
| **PATRON NOTES**  | Note from the patron when they place the request. The Borrowing Library can use this field to add relevant information as well.  
500 character limit. | Patron  
- Entered via the Comment field in patron workforms.  
- Entered or edited manually in the request. | Patron  
Borrowing Library  
Note: This note is not retained when a request is archived. | • New  
• New for Review  
• In Transit  
• Received  
• Returned |
<table>
<thead>
<tr>
<th>TYPES</th>
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<th>VISIBLE TO</th>
<th>EDITABLE STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>cost</strong> and <strong>Need by Date</strong> are included on the Patron Request Workform, any information added to these fields are included in the <strong>Notes</strong> field and are included in the 500 character limit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LENDING NOTES</strong></td>
<td>Additional information to clarify the request. Use for notes about method of payment, invoicing, no-renewal responses, etc.</td>
<td>Lending library</td>
<td>Borrowing Library</td>
<td>Lending Library</td>
</tr>
<tr>
<td>The text of the conditional response will appear in Lending Notes when applicable.</td>
<td></td>
<td></td>
<td>Note: This note is retained when a request is archived.</td>
<td></td>
</tr>
<tr>
<td>500 character limit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STAFF NOTES</strong></td>
<td>The <strong>Staff Notes</strong> tab allows you to keep notes that are viewable and searchable only by your library staff.</td>
<td>Borrowing Library:</td>
<td>Borrowing Library</td>
<td>Lending Library</td>
</tr>
<tr>
<td>Staff Notes can be added to active and closed requests.</td>
<td>• Added to requests via the <strong>Staff Notes</strong> tab.</td>
<td></td>
<td>Note: Staff Notes are only visible and editable to the staff of the library who added the note.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lending Library:</td>
<td></td>
<td></td>
<td>• Any status</td>
</tr>
<tr>
<td></td>
<td>• Added to requests via the <strong>Staff Notes</strong> tab.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

https://help.oclc.org/Resource_Sharing/WorldShare_Interlibrary_Loan/Reference/Notes
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