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>
<tbody>
<tr>
<td>BORROWING NOTES</td>
<td>Additional borrowing information, if needed.</td>
<td>Borrowing library</td>
<td>Borrowing Library</td>
<td>• New</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lending Library</td>
<td>• New for Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Received</td>
</tr>
<tr>
<td></td>
<td>500 character limit.</td>
<td></td>
<td>Note: This note is retained when a request is archived.</td>
<td></td>
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<tr>
<td>BILLING NOTES</td>
<td>Additional billing information, if needed.</td>
<td>Borrowing library</td>
<td>Borrowing Library</td>
<td>• New</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Lending Library</td>
<td>• New for Review</td>
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<td>Note: This note is retained when a request is archived.</td>
<td></td>
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<tr>
<td>PATRON NOTES</td>
<td>Note from the patron when they place the request. The Borrowing Library can use this field to add relevant information as well.</td>
<td>Patron</td>
<td>Patron</td>
<td>• New</td>
</tr>
<tr>
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<td></td>
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<td></td>
<td>• New for Review</td>
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<td></td>
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<td></td>
<td>• In Transit</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Received</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Returned</td>
</tr>
<tr>
<td></td>
<td>500 character limit.</td>
<td></td>
<td>Note: This note is <strong>not</strong> retained when a request is archived.</td>
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<td></td>
<td>If the Patron Max</td>
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<td>TYPES</td>
<td>DESCRIPTION</td>
<td>SOURCE</td>
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<td>----------------------------------------------------------------------</td>
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<td>----------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>LENDING NOTES</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>• Submitted • Returned</td>
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<td></td>
<td>The text of the conditional response will appear in Lending Notes when applicable.</td>
<td></td>
<td>Lending Library</td>
<td>Note: This note is retained when a request is archived.</td>
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<td>500 character limit.</td>
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<td>Borrowing Library</td>
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</tr>
<tr>
<td>STAFF NOTES</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>Lending Library</td>
<td>Note: Staff Notes are only visible and editable to the staff of the library who added the note.</td>
</tr>
<tr>
<td></td>
<td>Staff Notes can be added to active and closed requests.</td>
<td>• Added to requests via the Staff Notes tab.</td>
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<td></td>
<td>Lending Library:</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Added to requests via the Staff Notes tab.</td>
<td></td>
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</tbody>
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