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.  
Borrowing library.  
• 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>
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<th>EDITABLE STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENDING NOTES</td>
<td>If the Patron Max cost and Need by Date are included on the Patron Request Workform, any information added to these fields are included in the Notes field and are included in the 500 character limit.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|               | Additional information to clarify the request. Use for notes about method of payment, invoicing, no-renewal responses, etc. | Lending library                            | Borrowing Library       | • Submitted  
Borrowing Library: | • Configured as Constant Data.  
Lending Library: | • Entered directly in request.  
Borrowing Library: | • Returned  
Lending Library: |                               |
|               | The text of the conditional response will appear in Lending Notes when applicable. |                                             |                         |                               |
|               | 500 character limit.                                                        |                                             |                         |                               |
| STAFF NOTES   | The Staff Notes tab allows you to keep notes that are viewable and searchable only by your library staff. | Borrowing Library: | Borrowing Library       | • Any status  
Borrowing Library: | • Added to requests via the Staff Notes tab.  
Lending Library: | • Any status  
Lending Library: |                               |
|               | Staff Notes can be added to active and closed requests.                     | Borrowing Library: | Borrowing Library       |                               |
|               |                                                                            | • Added to requests via the Staff Notes tab. |                         |                               |


Printed: Sun, 17 Feb 2019 03:17:28 GMT