You can search for active and closed requests from the home screen.

You may search **Active** and **Closed Requests** by:

- Request ID
- Borrower Symbol
- Lender Symbol
- Author
- Title
- Article Title (active requests only)
- Patron Name
- Patron ID
- Patron Department
- Local ID (borrower active requests only)
- Staff Notes

Note: Closed Requests are searchable by **Patron Name** and **Patron ID** during the period specified to retain patron data. When a closed request exceeds the patron data retention period, patron information is removed from the request. Please see [Patron Data Retention](#) for more information.

Note: Results are limited to the 500 most recent requests.

**To search for requests:**

1. Choose a search option from the drop-down list.
2. Type a keyword or number in the field provided.
3. (Optional) Un-check the check box to deselect **Active Requests** or **Closed Requests**, divided into Borrower and Lender requests. The system responds with any matching requests.
4. Click **Go**.
5. Click the request you would like to view. The request details screen opens.