Create, manage and process borrowing requests using NRE/VDX.

• **Borrower work queue and statuses**

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  Definitions of work queue categories and request statuses.

• **Borrower request workflow**

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  Actions you perform as a borrowing library.
  ◦ Borrowing Library: Possible request actions
  ◦ Authorize idle requests
  ◦ Receive requested items
  ◦ Return items to lender
  ◦ End of rota workflow
  ◦ Cancel a request
  ◦ Terminate a request
  ◦ Complete a request
  ◦ Search for complete requests
  ◦ Renew a requested item
  ◦ Automatic expiry of requests
  ◦ Informed shipped/Informed not supplied
  ◦ Send a note

• **Request an item**

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  There are 2 ways to place an ILL request: Use bibliographic data found in a NRE/VDX search and use a blank request form for titles not found in a NRE/VDX search.
  ◦ Request items found in a search
  ◦ Request items not found in a search