Can I reuse a request?

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Applies to

• WorldShare ILL
• Tipasa

Answer

Yes, you can reuse requests, but only if the request has a certain status. You can use this feature for several occasions, for example:

• When a request becomes Unfilled and you want to resend it to a different Lender String
• When you often request articles from the same journal. By reusing older requests you minimize the amount of information you have to add to the request form.

You can reuse requests with one of the following statuses:

• Conditional
• Considering
• Conditions Accepted
• Submitted
• Not Received
• Complete
• Closed: Any disposition
• Unfilled
• Expired

To create a request from an existing request:

1. Click on one of the statuses listed above, either on the Interlibrary Loan Home page or on the left navigation bar. A list of requests with the given status appears.
   Note: Requests with submitted or considering statuses can be found under the **Awaiting Response** and **Direct Produced** headings.
   Note: You can of course also look up a specific request ID or Title, using the search bar on the ILL Homepage. For example when you want to reuse a Copy request from a certain journal.

2. Click on the **Request ID** of the item you would like to use to create a request. The request details screen opens.

3. Click the **New** button in the upper right corner of the request. A new request form opens, pre-populated with the...
information from the original request.

4. Confirm that the information is the same and make changes where necessary.

5. Click Save for Review or Send request. A message that you have successfully created the request will appear at the top of the page with a hot linked Request ID.

Additional information

Part of the information above is derived from the Create and edit requests support page, where you can find more information on making and enhancing requests.

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