Batch processing for borrowers

Follow the below procedures to perform batch processing as a borrower. Batch processing has a limit of 100 requests at a time. The batch icon (=batch) appears on queues in the left navigation where batch processing is available.

To use batch processing to receive items:

1. Navigate to Borrowing Requests > In Transit in the left navigation bar.
2. At the top of the screen, click Batch receive "In Transit" items.
3. Provide a Date Received.
4. Optional. Click Print Book Straps. The selected items will be added to the Print Queue.
5. In the Request ID field, manually enter a request ID number, scan a barcode, or click the plus symbol (++) to add a request.
6. Click Receive Items. A confirmation message appears and the requests are updated to Received.

To use batch processing to return items:

1. Navigate to Borrowing Requests > Received in the left navigation bar.
2. At the top of the screen, click Batch return "Received" items. The screen will refresh to include the additional batch processing fields.
   Note: The Date Returned defaults to the current date.
3. Optional. Click Print Return Labels. The selected items will be added to the Print Queue.
4. In the Request ID field, manually enter a request ID number, scan a barcode or click the plus symbol (++) to add a request.
5. Click Return Items. A confirmation message appears and the requests are updated to Returned.

Watch a video

Borrower: Batch process (02:52)

This video shows the options for batch processing ILL requests as a borrower.