Recall a loan

Learn how to recall a loan in Relais ILL.
When you want to recall a loan, update the request in Loan Tracking.

1. **Open the request.**
2. If recalling more than one document, check the **Retain Loan Code** box.
3. Select **Recalled** from the Loan Code drop down box.
4. Click **Update**. A message is displayed: "The status of the selected items has been updated to 'Recalled'."
5. Click **OK**.

- The loan tracking record for this request/document is updated and the loan is considered recalled.
- The information as recorded in the audit record:

---

https://help.oclc.org/Resource_Sharing/Relais_ILL/Loan_items_and_manage_loans/Recall_a_loan

Printed: Sat, 12 Mar 2022 18:45:37 GMT
• Once the update is done, the recall notice is sent to the patron via Loan Notices or the requesting library via ISO ILL or via Loan Notices as appropriate.