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
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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.