Manage requests as a borrower
Last updated: Tue, 17 Mar 2020 20:10:17 GMT

Learn how to manage requests as a borrower in UnityUK.

• **Borrower Work Queue**
  
  Learn how to view which of your requests as a borrower may require action to progress using the Borrower Work Queue in UnityUK.

• **Borrower Work Queue statuses**
  
  Find the statuses available in the Borrower Work Queue in UnityUK.

• **Borrower request management - Workflow tasks**
  
  Find the workflows needed to manage borrower requests in UnityUK.
  
  ◦ Authorising Idle requests
  ◦ Receive requested items
  ◦ Return items to the supplying library
  ◦ Deal with End of Rota requests
  ◦ Cancel or terminate a request
  ◦ Complete a request

• **Renew a requested item**
  
  Learn how to renew a requested item in UnityUK.

• **Automatic expiry of requests**
  
  Find out about the automatic expiry of requests and learn how to update a record to stop a request from expiring in UnityUK.

• **Send a note**
  
  Learn how to send a message to a lending library in UnityUK.