Search for requests

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You can search for active and closed requests from the home screen.

You may search Active and Closed Requests by:

- Request ID
- Borrower Symbol
- Lender Symbol
- Author
- Title
- Article Title (active requests only)
- Patron Name
- Patron ID
- Patron Department
- Local ID (borrower active requests only)
- Staff Notes

Note: Closed Requests are searchable by Patron Name and Patron ID during the period specified to retain patron data. When a closed request exceeds the patron data retention period, patron information is removed from the request. Please see Patron Data Retention for more information.

Note: Results are limited to the 500 most recent requests.

To search for requests:

1. Choose a search option from the drop-down list.
2. Type a keyword or number in the field provided.
3. (Optional) Un-check the check box to deselect Active Requests or Closed Requests, divided into Borrower and Lender requests. The system responds with any matching requests.
4. Click Go.

https://help.oclc.org/Resource_Sharing/WorldShare_Interlibrary_Loan/Borrowing_Requests/Search_for_requests

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5. Click the request you would like to view. The request details screen opens.