

Duplicating a Borrowing Request

There are multiple reasons to duplicate a request:

1. The owning library/institution has sent a recall request so they can add the item to their reserve shelf.
2. The initial request has been sent to all the partners on its rota and all partners rejected the request.
3. A patron already has a Summit item, but that item's due date cannot be extended (the patron has already renewed it) and the patron needs another copy, so the first copy can be returned and they can keep using another copy of the same title.

This function will allow you to create a new request with a new External ID number that retains any request notes (i.e. volume number) in the original request. A duplicate request creates a separate request, with its own rota of possible partners.

When duplicating a Resource Sharing Borrowing request, the values in the following fields are copied to the new request:

- Note field
- Title
- ISSN,ISBN (metadata fields)
- Author
- Requester
- Owner
- Request Status
- Requested Format
- Delivery Location
- Request Note

You can then modify the request as required on the Resource Sharing Borrowing Request page.

How to Duplicate a Request

When you are ready to create a duplicate request, find the original request and click on the ellipsis button, then click on Duplicate.

The screenshot displays a table of borrowing requests. The first request, titled 'Racism : a very short introduction / by Rattansi, Ali, PCC', is highlighted. To its right, a dropdown menu is open, showing various actions. The 'Duplicate' option is circled in blue. The table also shows details for two other requests: 'Archaeological theory in dialogue...' and 'Association of primary care visit length...'. Each request entry includes a checkbox, a book cover icon, the title, author, library, status, and request details (Requested, ISBN, Requester, Created, Loan due date, External identifier).

Request ID	Requester	Requested	ISBN	Created	Loan due date	External identifier
4	PCC	Book (Physical)	9780198834793	01/09/2024 06:54:49 PM	04/26/2024	01ALLIANCEWSU0163454
5	University of Oklahoma - Main Library	Book (Physical)	9780367135454	02/02/2024 01:13:22 PM		21987386
6	University of Notre Dame Australia Craven Law - Craven Law Library	Article (Digital)	0263-2136	02/02/2024 01:11:48 PM		21987367

- View local resources
- View network resources
- Duplicate
- Send query to patron
- Request renewal
- Receive
- Return
- General message
- Status Query
- Enrich from Global index
- Assign to
- Find partners

Modify the request as needed and click the save button. The request will build a rota and be sent to partner institutions to be filled.