

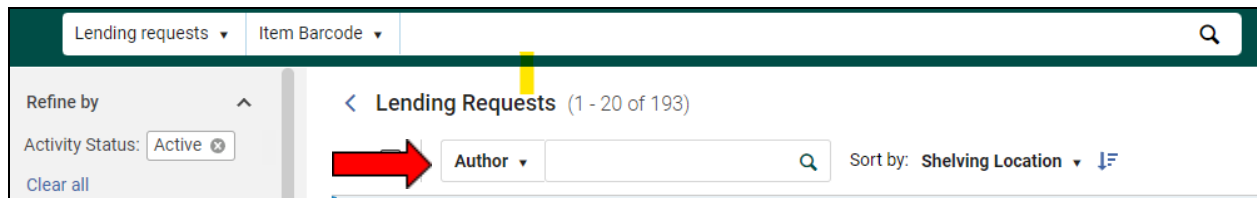
Searching for Lending Requests

Search for individual lending requests by opening your Lending Requests queue from the **Fulfillment** Dropdown Menu. (**Fulfillment > Resource Sharing > Lending Requests**)



Can't find a request? Here are some strategies to try:

After you have opened **Lending Requests** in Alma, you will see a search box with a dropdown list of search parameters.



These include:

- Author
- DOI
- External Identifier
- Fulfillment Request ID
- ISBN/ISSN
- Internal Identifier
- Item Barcode
- Journal Title
- LCCN
- Notes
- OCLC Number
- Other Standard ID
- PMID
- Remote Record ID
- Title

Enter your search terms in the search box, choose the appropriate search parameter, and then click on the **Magnifying Glass** search button. A list of requests matching your search terms will display on the screen.

Facets

You may also need to use the facets in the left-hand margin to narrow down your list. You can also use the search bar in **Facets** to find the facet you need. (Note: you can click on the caret to open a category of facets to view the options available in that specific category.)

Refine by ^

Activity Status: Active x

Clear all

Find specific facet

Active Partner

▼

Status

▼

Activity Status

▼

Creation Date

▼

Update Date

▼

Request Reported

▼

Inventory Type

▼

Requested Format

▼

Supplied Format

▼

Due Date

▼

Last Interest Date

▼

General Messages

▼

Owning Library

▼

Level of Service

▼

Alerts

▼

Invoice Printed

▼

Assignee

▼

The most commonly used facets tend to be:

- Status
- Active Partner
- Creation Date
- Update Date

You can add more than one facet to narrow your search down even more. These facets display at the left top of the screen in the **Refine by** section.

NOTE: These facets are sticky by nature. So if you decide to start over, remember to exit out of your pre-existing facets by selecting **Clear all** or by clicking on the 'X' boxes.

Activity Status (Active/Completed)

Another thing to keep in mind when searching for lending requests is the Activity Status.

There are two options to choose from here: **Active** and **Completed**.

When you first open your lending queue, the status defaults to **Active**. Active requests include everything except for completed and deleted requests. Even canceled and rejected requests, which intuitively seem to list non-active statuses, are included under the Active heading.

If you can't find the request you're looking for under the Active status, try switching this toggle to **Completed** and search again.

NOTE: This is a sticky setting, similar to the facets above. You will need to manually toggle this back to Active once you are finished searching.

Unassigned/Assigned to Me/Assigned to Others

New lending requests will come through with a default status of Unassigned. However, if you edit any information within the request, add Notes, or click on the Manage Fulfillment Options action, Alma will automatically assign the request to you.

If you are having trouble finding a request under Unassigned, check to see if there is a "dog ear" blue triangle on Assigned to Me or Assigned to Others - this indicates there are requests in that status and can help you track down an item.

You may release or reassign a request from the ellipses options on the right hand side of the selected request.

Request ID	Title / Author	Status	Requested Item	Created	External Identifier	Physical	Alerts	Actions
2//01ALLIANCELCC0160296	L'anomalie : roman / by Le Tellier, Hervé, LCC	Being Processed	Book (Physical)	06/03/2024 8:49:55 AM	2//01ALLIANCELCC0160296	Physical	Alerts (1)	Edit, Print slip, Create Move Request, Create Digitization Request, Duplicate, Assign to, Detach from MMS, Reject, Ship item physically, Ship item digitally, Ship non-returnable, General message, Status Query
1//01ALLIANCEPCC0068972	Over nine waves : a book of Irish legends / by Heaney, Marie, PCC	Being Processed	Book (Physical)	06/03/2024 10:24:22 AM	1//01ALLIANCEPCC0068972	Physical	Alerts (1)	

Deleted Requests

As a general rule of thumb, you shouldn't delete any lending requests! This has the potential to interfere with consortial analytic reports. Once you delete a lending request you no longer have the ability to retrieve any information for that request in Alma.

Resource Sharing Lending Requests Task List (1 - 20 of 809)

Print Slip Report Print Slip

Assigned to Me Unassigned Assigned to Others

Author [Search] Actions [Remove Requests] Change Status [Settings]

Select All Activity Status : Active

The only way to retrieve information about Deleted lending requests is to search for them in Alma analytics. They will show up there with a Request Status of Deleted.