

## Statues in the "My Requests" (Resource Sharing) section of "My Account"

OCLC/WorldCat Resource sharing uses a variety of statuses to keep you informed about what is happening with your request.

### OCLC/WorldCat Resource Sharing statuses:

**SUBMITTED** – After a request is created by your library it will have a status of “submitted.” The request will stay in this status until it is shipped by the lending library (in transit), updated to received by NFLS ILL (received by library), or cancelled. You may cancel a request with the status of submitted at any time by clicking on the cancel button.

**IN TRANSIT** – The request has been updated to shipped by the lending library.

**RECEIVED BY LIBRARY** – NFLS ILL has updated the shipped request to received. The due date will now appear and you will have the option to renew the item.

**RENEWAL REQUESTED** – After you click on renew, the status of your request will change to renewal requested.

**RENEWED** – If the lending library is willing to renew the item the status of the request will change to renewed and the new due date will be updated.

**RENEWAL DENIED** – If the lending library is unable to renew the item the status will change to renewal denied. No new due date will be assigned.

**COMPLETE** – The item's last status was "received" (or one of the renew statuses). It has been updated to returned status by NFLS ILL staff. The lender will receive a message prompting them to update to complete to clear the item from the system.

**RECALLED** – You may never see this status. It is used when the item is needed back at the lending library and should be returned immediately by the borrower. If you receive a recall status before receiving the item contact NFLS ILL.

**UNFILLED** – Disregard "unfilled" when it shows up in the status column. This means the request has gone through at least its initial lender string, was not supplied by any of those libraries and is going through more potential lenders. NFLS ILL reviews all "Unfilleds" and creates another lender string if possible. You can disregard this status unless the Title/Description field of your request shows the following:

**[\*\*\*UNFILLED\*\*\*]** not a real status but the message you'll find in the Title/Description field of your request to indicate that the request can't be filled. - **IMPORTANT** - this type of request will stay in your account for only 2 weeks and then it will disappear from your account in OCLC. If you have to do one "management" function in your account, this is it: check your account for these at least once a week. This type of request is what we refer to as a "final unfilled" which is not a real status name. A "final unfill" is a requests NFLS has not been able to find any other possible lenders for. NFLS will update those requests to a "final unfilled" by changing the Title field of our request from the following:

**EXAMPLE:**

Title Column:

**Union Square Cafe Cookbook**

Title Column:

**[\*\*\*UNFILLED\*\*\* no WI lenders, NFLS will not go OS for pop AV] Union Square Cafe Cookbook; Myer, Danny.**

Or

Title Column:

**[\*\*\*UNFILLED\*\*\* OEW-1, WIK-4, GZW-5, WIR-1] Union Square Cafe Cookbook; Myer, Danny.**

Where "OEW" = the 3 letter OCLC symbol for the WESTERN CNTY REG LIBR - HUNTINGTON, WV.

And where the "1" in "OEW-1" = the ILL numeric reply code for "in-use".

The url to look up OCLC 3 letter codes is on the NFLS ILL WRS webpage:

<http://www.nfls.lib.wi.us/ILL2/wrs.htm>

The list of Numeric Reply Codes for OCLC ILL requests are also linked to off the NFLS ILL WRS webpage. You'll probably want to print off a copy to have on hand for reference if you don't have one already:

<http://www.nfls.lib.wi.us/ILL2/wrs.htm>

So, you'll need to check your account for these "final unfilled" a couple times a week - once every week at the least. You'll view the reply codes in the "unfilled" message on your request from NFLS and from those, you'll know what to tell your patron (in-use at all locs - re-request in 6 weeks, no owning libraries lend, reference / non-circ at all locs., etc.)