

New SILO Interlibrary Loan System Glossary of Terms

BORROWER	The party which has generated an ILL-Request
LENDER	The party which has received an ILL-Request
PATRON DRAFT	A request being worked on by the patron. They have not submitted it to the library. The draft waits to be submitted. When the patron draft is submitted is goes to "Draft" to be worked on by library staff.
DRAFT	<ol style="list-style-type: none"> 1. A request created by a patron. 2. A transaction that has reached the end of roto without being filled. 3. A draft waits to be acted upon by library staff. Borrower actions are: Actions are Remove or Request. The draft becomes a transaction when it is submitted.
ILL-TRANSACTION	A single, complete instance of the whole ILL cycle, including all of the actions and messages involved from the initial ILL-Request until the cycle is concluded, as with the return of the requested material.
PENDING	A transaction waiting to be acted upon. Actions Borrowers can take on a Pending transaction ask the Lender to Cancel, Reply to the Condition. Action Lenders can take on Pending transactions: Will Supply, Not Supplying (with a reason) or place a Condition on the loan.
SHIPPED	The item has been shipped to the Borrower. Borrower actions are: Mark Received. Lender actions are: Mark it Shipped not Received, or Recall the item. The ILL system will set the status to Shipped not Received if item has not been Received by 2 days. (Note: this is set artificially low for the Beta test.)
RECEIVED	The item has been received by the Borrower. Borrower actions are: Ask to Renew, Mark the item as lost. Lender actions are: Recall the item
RETURNED	The item has been shipped back to the lender. Borrower actions: Mark as Returned. Lender actions: Mark completed. The ILL system will set the status to Returned not Received if item has not been Received by 2days.
CANCELLED	The transaction has been cancelled by the lender.

CANCEL-PENDING	The borrower has initiated the cancellation of a transaction, but no response has been received from the lender.
CONDITIONAL	<p>The transaction has reached a stage where the request can only be filled if the borrower agrees to meet the specified conditions. A lender may place a condition on a request. The transaction then goes back to the borrower who decides if the condition can be met. Borrower actions are: Reply No (do not agree to the condition) or Yes (agree to the condition). Replying No sends the transaction back to Pending for the Borrower. Replying Yes sends the transaction back to Pending for the Lender with the agreement attached.</p> <ul style="list-style-type: none"> • Some examples of conditions are: <ul style="list-style-type: none"> item must be used in the library, item cannot be checked out, there is a loan fee for this item and the borrowing library will be charged, the item is fragile and care must be used when handling, the item must be returned as instructed (special packaging or a special carrier).
NOT RECEIVED/ OVERDUE	The lender has sent an overdue notification for an item that has not yet been received.
OVERDUE	The borrower has been notified that the item is overdue
RENEW/OVERDUE	A request has been made for the renewal of an item which is overdue.
RENEW/PENDING	A request has been made for the renewal of the item. Lender actions are: Answer Yes to approve the renewal, answer No to deny the renewal
RECALL	The item has been recalled by the lender
LOST	The item has been lost