

### ILL Status Information – Gustavus as a Borrower

Below are the most common ILL statuses that patrons will see in their Borrowing Record and what they mean. An abbreviated list of statuses is also available on the ILL page of the library website:

<http://gustavus.edu/academics/library/ill.html#Status>

Status	What It Means...
Closed	The material has been returned to the lending library and they have closed out the record. This ILL transaction is complete (i.e., patron is no longer responsible for item).
Deleted	This request will NOT be filled; patron will be emailed a cancellation letter with an explanation.
Expired	This request will NOT be filled; the predetermined amount of time for this request to be worked on has been exceeded.
Loaned to Library	The material has been received and is in the ILL office waiting for pick-up by the patron.
Loaned to Patron	The material has been picked up and checked out to patron.
Locate failed	No automatic matches were found for this request (i.e., no ISBN/ISSN was entered or no local libraries own it). ILL staff is processing this request manually. This status is temporary.
Lost	This material will not be returned to the lending institution. This status is terminal and implies the lending institution will be paid for material (i.e. several shelf checks have been performed and Gustavus has been in contact with both lender and patron about missing material).
New	This request was just entered and has not yet been “touched,” either automatically or manually by ILL staff. This status is very temporary.
New – Staff Review	This request must be reviewed by ILL staff before being processed. Usually, patron has entered a note to staff OR there is a copyright concern. This status is temporary.

Overdue	This material is overdue at the lending institution. Patrons are notified via emailed circulation notices and should return the material as soon as possible.
Recalled	The lending institution needs this material back before the original due date and have sent an official recall notice.
Renewal – Accepted	This item has been renewed and the new due date will appear in the patron’s online borrowing record. This date is determined by the lending institution, not Gustavus.
Renewal – Rejected	This renewal request was not honored – patron must return material on or before original due date. Usually, the ILL office sends an email to patron when the renewal request has been rejected.
Returned	This material has been sent back to the lending institution, but has not yet arrived there to be checked in. Gustavus is responsible for the material until check in occurs.
Sent to Supplier	We have sent this request on to a library that owns the material and we are waiting for a response. We do not have any more specific information when requests are in this status.
Shipped	This material is on its way to Gustavus.
Unfilled	This material has not been supplied by the libraries we requested it from. This is NOT a terminal status unless patron receives a cancellation letter from us with an explanation of why the request cannot be filled. This status will almost always change to “Deleted” and the patron will be notified by cancellation notice.
Waiting for Cancel Reply	This request will NOT be filled; request has been canceled by Gustavus and is awaiting response from lender.
Waiting for process	This request is in between libraries at the moment. This status is very temporary.
Waiting for Renewal Reply	A renewal has been requested, but the lending institution has not yet responded “yes” or “no.” This is a temporary status and patron should check borrowing record again soon.
Will be Supplied	The lending institution intends to fill this request. We do not have any more specific information regarding this status.