

# Status Codes

## **TMP TEMPORARY**

The TMP request record is constructed during creation of the request. The temporary request is deleted if the user does make a formal request by pressing a request button on one of the search engine screens. Once the request is created, TMP becomes PEN or PRO if the library is mediated or non-mediated.

## **PEN PENDING**

Once the request is live on the interlibrary loan network, it is marked PEN. A request is PEN until mediated requests are printed at the lending library, unmediated requests are shipped or marked as not available, the request expires, or is canceled by the borrowing library.

## **INP IN PROCESS**

Once mediated requests are printed, the status automatically changes to INP to ensure the requests are not accidentally reprinted. A request is INP until shipped or marked it as not available, the request expires, or is canceled by the borrowing library.

## **PRO PROVISIONAL**

The request is marked PRO while awaiting completion by the borrowing library's staff. Upon completion by the borrowing library, a PRO request becomes PEN at the first potential lending library.

## **SHP SHIPPED**

The request is marked SHP when the item is located and supplied by the lending library.

## **RCV RECEIVED**

The request is marked RCV when the item arrives at the borrowing library.

## **RET RETURNED**

The request is marked RET when an item is routed back to the lending library.

## **COM COMPLETE**

The request is marked COM when the item is returned to the lending library. The request is now fully processed.

## **CAN CANCELED**

The request is marked CAN when the borrowing library staff no longer wants the request to be processed. Only a pending or provisional request can be canceled. The request life cycle is terminated.

## **EXP EXPIRED**

The request is marked EXP if it is not shipped before the patron-specified Need By date. The request life cycle is terminated.

## **UNF UNFILLED**

The request is marked UNF if it cannot be satisfied by any of the potential lenders. The request lifecycle is terminated.