Review: Respond to a renewal request

1. Find the request by clicking **Renewal Requested** link located in the left panel under Lending Requests.
2. From the list of requests, click the request **ID** or **title** to display the request.
3. Review the information in the Request Details section.
4. Check the availability of the item.
   A. You will need to search your library’s catalog to see if the loan period can be extended. Look for holds or any restrictions that may prohibit the renewal.
5. If you determine you can renew the loan:
   A. Change the date in the **Due Date** box to the new due date. Select the new date from the calendar or type the new date in the box.
   B. Click the **Accept Renewal** button.
   C. The request returns to the borrowing library with the status of **Renewal Approved**.
6. If you determine you cannot extend the loan period:
   A. Click the **Deny Renewal** button.
   B. The request returns to the borrowing library with the status of **Renewal Denied**.

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