

Changing dates

Libraries Australia Help Desk:



Ph: **1800 026 155**

Online: www.nla.gov.au/librariesaustralia/contact/

Hrs: 8.30am - 5.30pm, Mon - Fri AEST (except National Public Holidays)

LADD Links:



Manual: www.nla.gov.au/librariesaustralia/manuals/

Web info: www.nla.gov.au/librariesaustralia/docdel/

Retry Date field

Answer Retry

By actioning the request with *Answer Retry*, you are indicating to a *Borrowing (Requesting)* library that the request cannot be supplied immediately, but they can send the request back to you if it cannot be supplied elsewhere. If the request reaches the end of the rota and has not been supplied, it will go to the authorisation status of *Check Manual* and the *Borrower (Requester)* can send the request back to you.

You can enter the date you expect the item to be available in the *Retry Date* field.

Action: Answer Retry

Our Number 8041597

Status In Process


Conditional Reason other

Will Supply Reason other

Title Alice Neel

Author Hills, Patricia.;Neel, Alice, b. 1900.

Reason

Retry Date  (e.g. 10 Jun 2009)

Answer Date field

Answer Conditional


You must change the *Answer Date* by which you want an answer when responding to a request with *Answer Conditional*.


Answer Date defaults to today's date and if you do not change it, the *Borrower (Requester)* only has until the end of the day to reply. If they do not reply within the time set, the request expires, and is then submitted to the next location on the rota.

It is good practice to set the *Answer Date* a week or so ahead.

Action: Answer Conditional

Our Number 8041697
Status In Process
Conditional Reason other
Will Supply Reason other
Title Alice Neel
Author Hills, Patricia.;Neel, Alice, b. 1900.
Reason other

Answer Date 29 Jul 2010  (e.g. 10 Jun 2009)

Proposed Delivery Method 


Answer Will Supply

Answer Will Supply indicates an intention to supply but not immediately. In the *Answer Date* field you can enter the date you expect to be able to supply the item.

ILL Request

Action: Answer Will Supply

Our Number 8042228
Status In Process
Conditional Reason other
Will Supply Reason other
Title Alkaline cook book
Author Guillet, Annie.
Reason other

Answer Date 29 Jul 2010  (e.g. 10 Jun 2009)

Note: the action *Answer Will Supply* overrides any expiry dates set, so the date you enter is for the *Borrower's (Requester's)* information only, and will not cause the request to expire. This also means that the request is effectively held at your location, unless you follow the action with *Answer Non Supply* or *Shipped*.