

Notes to Library Queuing

Summary: This document outlines details on the Notes to Library Queuing feature within eReserve Plus

Overview

When faculty request a resource for their list, they have the ability to include notes to the library via a Notes for Library textbox. Sometimes these notes are required for library staff to see and to take action. With the feature enabled, any request containing notes for library will be held in the queue for review, allowing library staff the ability to take actions on those requests.

Library staff can use the From faculty filter within Requests Management to easily see all requests that contain a note from faculty.