

# Weekly Request Status Exception Report

The Weekly Request Status Exception report reflects requests that have stalled in the rota the previous week. It is an opportunity to see what material is outstanding and reach out to the library staff at the IZ where the request is waiting. This report is run weekly at 6am on Monday and can be configured to be sent directly to a preferred email.

Once you contact the library staff where the request is stalled, they can then investigate why it has not been fulfilled and, if the item is not available, cancel the request so that it can be moved along the rota to the next IZ where the item is available.

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