

Rapid Rocks!

Lending Off Times

In the past if your library needed to turn its Rapid lending off for holidays or vacations, you contacted the Rapid staff and we scheduled that for you. Now, using Rapid's new **Lending Off Times** feature, you can quickly and easily do this yourself!

The Lending Off Times link is on your Rapid website's left-hand toolbar under the Lending Actions Header.



Note: there are three rules related to Lending Off Times. They are:

- Lending off times must be equal to or greater than four hours;
- Lending off times cannot be longer than 30 days; and
- Lending off times cannot be scheduled more than 365 days out.

Multiple lending off times can be scheduled at once for easy calendar maintenance.

To schedule an off time for your Rapid lending, click the Add New Time button

Lending Off Times

All times in Eastern Standard Time (Daylight Savings Time if appropriate).
Times must be:

- No more than 30 days long
- At least 4 hours long
- Less than one year in the future



Stay in touch with RapidILL

Rapid provides many options for you to stay up-to-date with our latest enhancements and announcements.

We have 12 separate listservs: one main list (Rapid-I) which includes the ARL, Academic E, Academic I, Academic M and Cosmo pods' members and separate lists for each consortium or private pod. Please let us know if you'd like subscription instructions.

We also have a Facebook page and hope you will follow us there.

You can also email the Rapid team anytime at:

Rapidstaff@RapidILL.org



Contact Rapid Staff

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On the left side of the scheduling box select the date and time you would like your Rapid lending to go **off**. You might want to turn your lending off mid-afternoon the day before you will be gone to give yourself time to complete any outstanding requests.

The screenshot shows the 'Add New Time' dialog box. At the top, it displays 'Off: 10/14/2014 01:00 pm', 'Back On: 10/14/2014 05:00 pm', and 'Duration: 4 hours'. Below this is a calendar for October 2014. The date 13 is highlighted in yellow. A red bracket on the right side of the calendar is labeled 'Choose the OFF date'. Below the calendar is a 'Time of day' dropdown menu set to '01 pm', with a red arrow pointing to it labeled 'Choose the OFF time'. At the bottom of the calendar is a 'Done' button, with a red arrow pointing to it labeled 'Click Done'. To the right of the calendar are 'Save' and 'Cancel' buttons.

On the right side of the scheduling box, select the date and time you want your Rapid lending to come back **on**.

The screenshot shows the 'Add New Time' dialog box. At the top, it displays 'Off: 10/14/2014 01:00 pm', 'Back On: 10/17/2014 08:00 am', and 'Duration: 2 days, 19 hours'. Below this is a calendar for October 2014. The date 13 is highlighted in yellow. A red bracket on the right side of the calendar is labeled 'Again, choose your ON date and time. Click Done.' Below the calendar is a 'Time of day' dropdown menu set to '08 am', with a red arrow pointing to it. At the bottom of the calendar is a 'Done' button, with a red arrow pointing to it. To the right of the calendar are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red. A red arrow points from the 'Save' button to the 'Duration: 2 days, 19 hours' text, with the label 'Notice that the duration of your off time is displayed here.' Below this, the text 'Click SAVE to save this entry.' is present.

To schedule additional lending off times, click the “Add New Time” button and complete the previous steps. Remember to click Done and Save.

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- Less than one year in the future

Scheduled Lending Off Times

Off: 10/14/2014 01:00 pm Back On: 10/17/2014 08:00 am Duration: 2 days, 19 hours



To edit a previously scheduled lending off time, click the paper and pencil editing icon to make your changes. Remembering to click Done and Save.

Lending Off Times

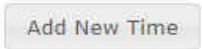
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Scheduled Lending Off Times

Off: 10/14/2014 01:00 pm Back On: 10/17/2014 08:00 am Duration: 2 days, 19 hours



To delete a scheduled lending off time, simply click the trash can icon next to the entry you are removing.

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Scheduled Lending Off Times

Off: 10/14/2014 01:00 pm Back On: 10/17/2014 08:00 am Duration: 2 days, 19 hours

