

Rapid Rocks!

Welcome to the third of four Rapid Rocks describing the new Rapid website! So far we have completed numbers 1 & 2 below and today we will discuss #3—Borrowing. Next week, we will discuss the Rapid Tools area as our final issue in this series.

1. The Home page and Public Info drop-down box;
2. the Main Menu and Lending;
3. Borrowing and, finally,
4. the Rapid Tools area.

While a large percentage of you use Rapid through your local ILL management system and rarely use the website, I hope you will still read this month's newsletters because there may be tips or reminders you will find helpful.

BORROWING: Review the last Rapid Rocks [New Site Design Part 2 of 4, May 23, 2016](#) (page 1) for information on how the Borrowing queue looks on the Main Menu page.

Just as you saw in the Main Menu and Lending issue earlier this week, the Borrowing actions are found by clicking the down arrow next to "Borrowing" on the Rapid website's top toolbar.



We will not be discussing all of the functions shown here on the Borrowing drop-down because three of them: Status Check, Statistics and Search Holdings, are shared functions and act identically regardless of whether you open them under Borrowing or Lending. These three were covered in the last Rapid Rocks on pages 5-7. If you'd like to review them, that issue is available here: [New Site Design Part 2 of 4, May 23, 2016](#)

Let's begin by discussing how to **cancel** a Rapid request. There are a myriad of reasons you might need to cancel a borrowing request and there are a couple of Rapid rules for cancelling.

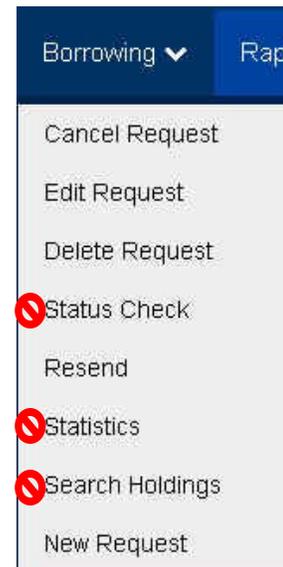
1. You can cancel only requests that originated at your institution.
2. There is a difference between cancelling and deleting in the Rapid system.

In addition, a cancelled request behaves differently depending on your ILL management system.

- ILLiad users: a request cancelled in Rapid, will automatically move into your ILLiad "Awaiting Unfilled Processing" queue.
- Relais users: a request cancelled in Rapid, will automatically update in Relais.
- Rapid web, WorldShare and Clio users: a cancelled Rapid request will move into your "Not Available in Rapid" queue where you will handle it appropriately.

Not sure how to handle your "Not Available in Rapid" queue requests? Please ask!

Let's take a look at Cancelling a Rapid request. To begin, click the "Cancel Request" option on the drop-down menu.



Enter Search Criteria

Rapid #* Enter the Rapid number of the request you want to cancel, or search the list below and click on the appropriate request. Alternatively, you can search the requests using the "Filter Results" box below.

Or select a request
 Show entries Filter Results:

Rapid #	Request Date	Status	Patron Name	Request Title
-10651035	5/23/2016	Batch Printed		Blood coagulation & fibrinolysis
-10651039	5/23/2016	Batch Printed		Journal of the American Academy of Orthopaedic Surgeons
-10651032	5/23/2016	Batch Printed		Ecology
-10651031	5/23/2016	Batch Printed		International journal of distance education technologies
-10651030	5/23/2016	Batch Printed		Journal of women & aging
-10651029	5/23/2016	Batch Printed		Blood coagulation & fibrinolysis
-10650740	5/23/2016	Batch Printed		Drug metabolism and disposition
-10650229	5/23/2016	Pending		General music today
-10650204	5/23/2016	Batch Printed		Environment and planning. D, Society & space
-10650152	5/23/2016	Pending		Journal of propulsion and power

Showing 1 to 10 of 23 entries Previous **1** 2 3 Next

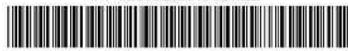
For this example, I have elected to click on the top request, #10650135. (The request is truncated below to fit onto the screen.) There are two important things to notice.

- (1) There is a comment box. You must enter a comment of at least 6 characters about why the request is cancelled. This note is for you—it does not return to the patron or lending library.
- (2) Notice that this request has been batch printed by WTU. Since they have printed it and are obviously working on it, you'll want to tell them that you've cancelled it. We'll discuss how to do that when we talk about Rapid Tools next week.
- (3) Click "Cancel Request" to complete the action.

Cancel Request

Comments* **(1)**

Rapid #: **-10651035** Odyssey
IP: 129.82.28.195/ILL

1  

Status	Rapid Code	Branch Name	Start Date
New	COF	Morgan Library	05/23/2016 03:05 PM
Pending (2)	WTU	Olin Library	05/23/2016 03:05 PM
Batch Printed	WTU	Olin Library	05/23/2016 03:09 PM

CALL #: <http://ovidsp.ovid.com/ovidweb.cgi?T=JS&NEWS=n&CSC=Y&PAGE=to...>

LOCATION: WTU :: Olin Library :: Full text available from Journals@Ovid LWW Total Access
Collection 2016 Q1 with Neurology

TYPE: Article CC:CCL

JOURNAL TITLE: Blood coagulation & fibrinolysis

USER JOURNAL TITLE: Blood coagulation & fibrinolysis

WTU CATALOG TITLE: Blood coagulation and fibrinolysis (Online);Blood coagulation and fibrinolysis [electronic resource]

(3)

EDITING A REQUEST



Editing a Rapid request is quick and easy and must be done within the Rapid system. Neither Relais nor ILLiad will update a request in Rapid with the corrected information. Be sure to edit your requests in Rapid *and* in your ILL management software.

Clicking “Edit Request” will open the box below.

When you edit a Rapid request you need to know the Rapid number, and as you can see, there is not a list of requests to choose from like we saw in the Cancel Request area. You can use Rapid’s “Status Check” function (discussed in the last “Rapid Rocks!”) to find the request number. Enter your Rapid Request number and click “Search”

Below, you see, I have already entered my request number.

A screenshot of the 'Edit Request' search form. The form has a blue header with the text 'Edit Request' and 'Welcome, Colorado State University'. Below the header is a search area with the text 'Enter Search Criteria'. There is a text input field labeled 'Rapid #' containing the value '-10650152'. To the right of the input field are two buttons: 'Search' (green) and 'Clear' (white). A red arrow points from the 'Search' button in this screenshot to the 'Search' button in the next screenshot.

This will bring display the request in its entirety to your screen. You can change any field that is NOT grayed out. Because the screen shot is too large for this document, I have broken it up into several section over the next couple of pages.

A screenshot of a web browser window showing the 'Edit Request' form. The browser's address bar shows the URL 'newsite.rapidill.org/ill/EditRequest/-10650152'. The form is titled 'Edit Request' and contains several sections: 'Request Information' with 'Rapid #' '-10650152'; 'Queue Status' with 'Batch Printed at CSL'; 'User Journal Title*' with 'Journal of Propulsion and Power'; 'OCLC Journal Title' with 'Journal of propulsion and power'; 'Article Title' with 'Investigation of a dual inlet side dump combustor us'; 'Article Author' with 'F. D. STULL, R. CRAIG, G. D. STREBY, and S. P. W'; and 'Volume*' with '1'. A red arrow points from the 'Queue Status' section to the text 'Here is something important to note. This request has been batch printed at CSL. If we make changes to the request, we need to tell CSL so they have the correct information. We'll discuss how to do that next week when we talk about the Rapid Tools area.' Another red arrow points from the 'OCLC Journal Title' field to the text 'The “OCLC Journal Title” box is grayed out and cannot be edited'. The browser's taskbar at the bottom shows the Start button and various application icons, with the system clock showing 8:31 AM.

Here is something important to note. This request has been batch printed at CSL. If we make changes to the request, we need to tell CSL so they have the correct information. We'll discuss how to do that next week when we talk about the Rapid Tools area.

The “OCLC Journal Title” box is grayed out and cannot be edited

RapidILL :: Edit Request

newsite.rapidill.org/ill/EditRequest/-10650152

App: RapidILL AIM ST Rapid Advanced Google For Library Quotations Other bookmarks

Month
January

System Year
1985 ← This field, the "System Year" is the other non-editable field.

User Year
1985

Pages
83-88

ISSN*
0748-4658

OCLC #

Cross Reference
[TN:759323]

Verified

Patron Information

Patron Id

Patron Name

Patron Address

Patron Phone

Patron Fax

Patron E-Mail

Patron Department

Patron Fax

Patron E-Mail

Patron Department

Patron Status

Patron Notes

When you have made your changes, click the "Save Request" button. **Remember!** The lender does not know you've edited the request information and you need to update your ILL Management System as well

If you need to, you could delete or cancel the request at this time.

Delete Request Save Request Cancel Request

↑ ↑

DELETING A REQUEST: things to know...



- 1) Begin by clicking “Delete Request” on the Borrowing drop-down box.
- 2) You can delete only requests that originated at your institution.
- 3) You must manually update your ILLiad or Relais record to reflect the request’s deleted status. Unlike “Cancelled” requests, deleted requests do NOT go into your “Not Available in Rapid” queue or back into your ILL management software.
- 4) You must know the Rapid number of the request in order to delete it. (Use Rapid’s Status Check function to find the number.)
- 5) A deleted Rapid request is still viewable using the Status Check function.

Delete Request Welcome, Colorado State University

Enter Search Criteria

Rapid #* Enter the Rapid number of the request you are deleting

Comments*

You must include a delete comment of at least six characters. This information is for you - so you remember why the request was deleted. It is not transmitted to the lender, your patron or your ILL management system.

Click “Delete”

RESENDS



Occasionally you may receive an article from a lending library that is missing a page or has another issue.

To have the article resent to you, begin by click the Resend option on the Borrowing drop-down menu.

The three simple steps to requesting a resend are:

- 1) Enter the Rapid number
- 2) Enter your comment. For example, "Please resend page 17"
- 3) Click the Submit button

Resend

Welcome, Colorado State University

Enter Search Criteria

Rapid #* 1) Enter the Rapid request number

Comments* 2) Enter your message. For example, "please resend page 17"

Search Clear

3

NEW REQUEST

Borrowing ▾ Rapid

- Cancel Request
- Edit Request
- Delete Request
- Status Check
- Resend
- Statistics
- Search Holdings
- New Request

Now we come to an interesting feature in Rapid...one that most of you do not have.

It is the New Request function.

Borrowing ▾ Rapid

- Cancel Request
- Edit Request
- Delete Request
- Status Check
- Resend
- Statistics
- Search Holdings

Rapid's New Request function is used primarily by libraries that do not have an ILL management system that will interface with Rapid (such as VDX). Some smaller libraries in Rapid do not have an ILL management package at all and use the New Request feature to put their patrons' requests into the Rapid system.

This is the top of the New Request screen. The steps for manually submitting a request into Rapid are very easy.

- 1) Select “Journal”, “Book Chapter” or “Book” at the top of the page.
- 2) Select the branch of your library requesting the material
- 3) Enter the citation and patron information into the form (the form is truncated in the screen shot below)
- 4) Click:
 - A. “Query Rapid” if you want to see if the material is available in the system
 - B. “Send to Rapid” to send your request into the Rapid system
 - C. “Send to Reprints Desk” to bypass Rapid and go directly to this commercial document supplierOr click D. “Clear” to clear the form and start over.

New Request Welcome, Colorado State University

Journals **1** Book Chapter **1** Book **1**

Requesting Branch* **2**

Morgan Library ▼ Query Rapid **4A** Send to Rapid **4B** Send to Reprints Desk **4C** Clear **4D**

Request Information 3

Journal Title*

Article Title*

Article Author

If you think the New Request feature would be helpful in your Rapid operation and you don't see it listed in your Borrowing drop-down menu, please contact the Rapid team (rapidstaff@rapidill.org) and we will activate it for you.

Note that requests submitted via the New Request feature will not appear in your ILL management system and must be handled on the Rapid website.

I hope you've enjoyed this Rapid Rocks and seeing our new look. Look for another Rapid Rocks! next week when we'll finish up this series by discussing the Rapid Tools options.

As always, if you have any questions, concerns, suggestions or ideas for Rapid Rocks, please let us know. We value your input very much.

You can reach the Rapid team at: Rapidstaff@RapidILL.org.

You can also follow us on Facebook at:

<http://www.facebook.com/pages/RapidILL/128428537179013>

Stay in touch with RapidILL

Do you have ideas to improve Rapid?

Is there a Rapid feature that you do not understand or would like a tutorial about?

Please ask!

Send your ideas, comments and suggestions to the Rapid team at:

Rapidstaff@RapidILL.org



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