

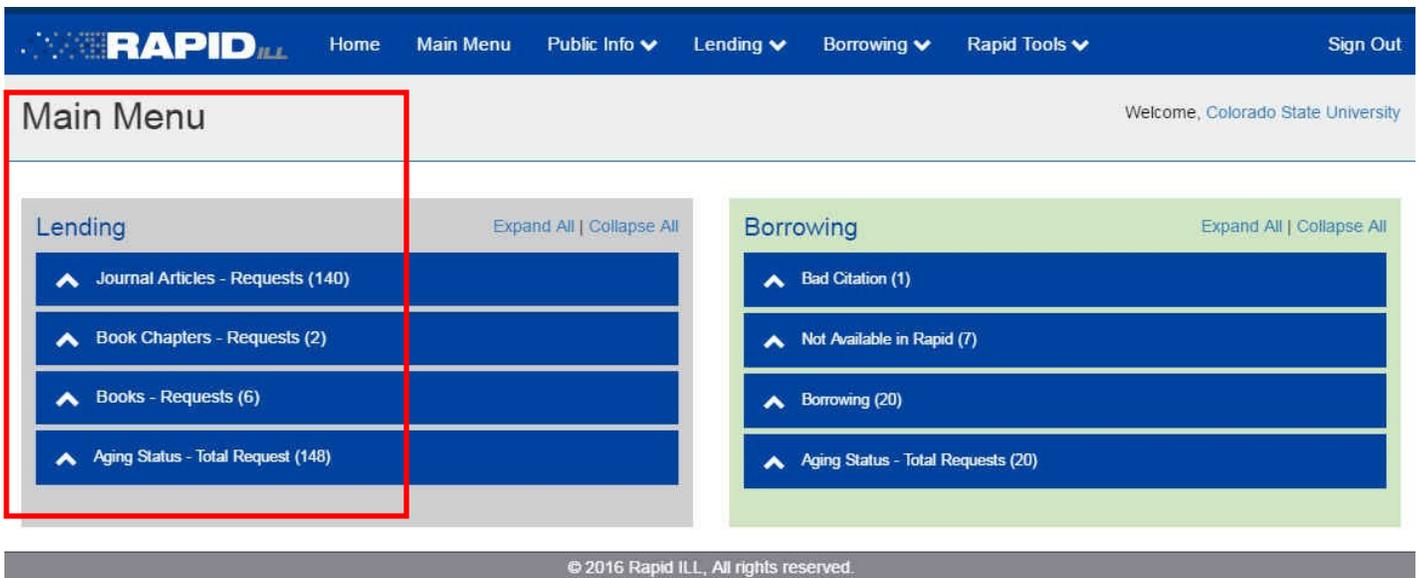
Rapid Rocks!

This issue of Rapid Rocks is part 2 of 4 in discussing the new Rapid website. While I jokingly referred to this series as “Rapid Pebbles”, James at CRL suggested “Rapid Rubble”.

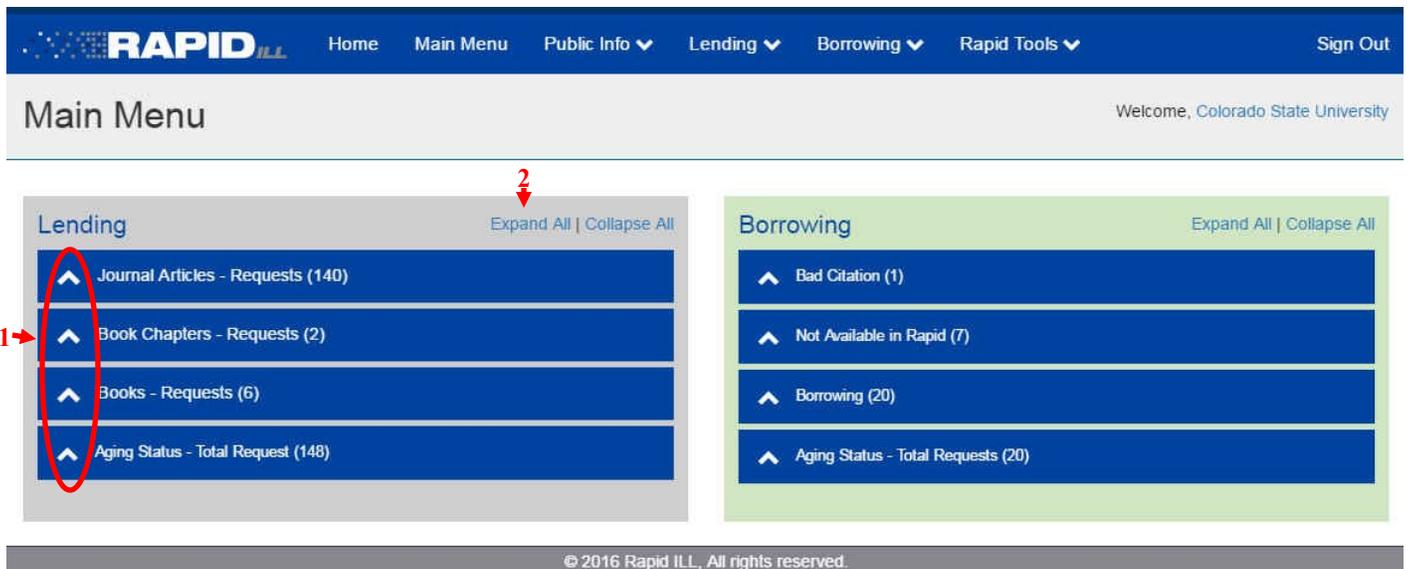
- * The first issue of the Rapid Rubble series covered Rapid’s Home page and Public Info drop-down box;
- * this week we will discuss the Main Menu and Lending;
- * next week will be Borrowing and, finally,
- * in the last installment, we will look at the Rapid Tools area.

We invite you to explore the new site on your own by following this link: <http://newsite.rapidill.org>

When you log into your Rapid website, (the old and the new), the Main Menu opens. The new layout displayed below is the same as the old one with lending functions on the left, Borrowing on the right. Today we are working with Lending



Notice that each Lending area: “Journal Articles-Requests”; “Book Chapters-Requests”; “Books-Requests” and the “Aging Status -Total Requests” are expandable boxes. You can expand individual areas by clicking (1) the UP arrow next to the name *or* you can expand all of the areas by clicking (2)—”Expand All”



LENDING

Below I have clicked the arrow for Journal Articles-Requests which expanded that area into further divisions. To see all of COF's "New Request-Batch Print" requests, click *that* arrow.

Lending Expand All | Collapse All

- Journal Articles - Requests (132)
 - New Request - Batch Print(131)
 - Resend (0)
 - Batched Requests (1)
- Book Chapters - Requests (2)
- Books - Requests (6)
- Aging Status - Total Request (140)

Expanded "Journal Articles-Requests" area.

To **close** a box, click the arrow again (notice that it is now pointing in the opposite direction) *or* to close all of the open boxes, click "Collapse All" at the top of the page.

Journal Articles - Requests (139)

- New Request - Batch Print(138)
 - Morgan Library - (54)*
 - Storage - (15)*
 - EJournals - (69)*
 - * Automatically exported to Relais [Enable batch print](#)

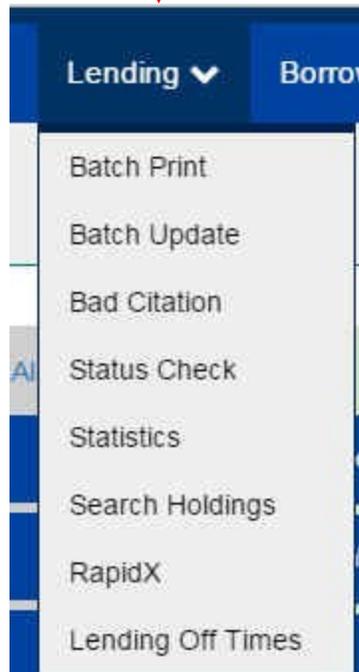
Exploded "New Request-Batch Print" box for Journals Articles—Requests

IMPORTANT NOTE:
If your Rapid lending requests export into your ILL management system (Relais or ILLiad), do NOT open them here. If you do, they will not export.

The Lending actions that you are familiar with in Rapid works exactly the same way in the new website—it just looks different. Click the Down arrow to expand the selection box.



Let's step through each of these options individually.



Batch Print: Clicking this option will take you to the pages we just discussed—the lending requests and the aging status box.

Batch Update: For those of you who update your Rapid requests on the Rapid website this screen should look familiar.

Quiz time: Do you remember what the “Undo” option is and what rules apply to it?? How about the “Re-Fill” option?? Need a refresher? Contact us at: rapidstaff@rapidill.org

Batch Update

Welcome, Colorado State University

Batch Update

SELECT ONE: Filled Un-Filled Re-Fill Undo

Rapid #	Rapid #	Rapid #	Rapid #
Rapid #	Rapid #	Rapid #	Rapid #
Rapid #	Rapid #	Rapid #	Rapid #
Rapid #	Rapid #	Rapid #	Rapid #
Rapid #	Rapid #	Rapid #	Rapid #



The next function, Bad Citation, is important and here is a reminder for **ALL** Rapid lenders.

IMPORTANT NOTE

If, as a Rapid lender, you have helpful information to share with the borrowing library, you will want to update the request via Rapid’s Bad Citation page. Why? Because both the Relais and ILLiad ILL management systems send only “Bad Citation “ back into Rapid for the borrowing library, and that is not very helpful.

If you are a lender, sending a bad citation to a borrower, use the Rapid webpage to send a helpful bad citation message such as: “This article is not in this issue” or “No such page number in this volume” or “Author/title don’t match.”

Don’t send bad citation messages saying “Not on Shelf” or “At the Bindery”. Only send messages for something the borrower can investigate or fix. Your message via the Rapid website will tell the borrower what needs to be fixed or will describe the problem.

Bad Citation Welcome, Colorado State University

Enter Search Criteria

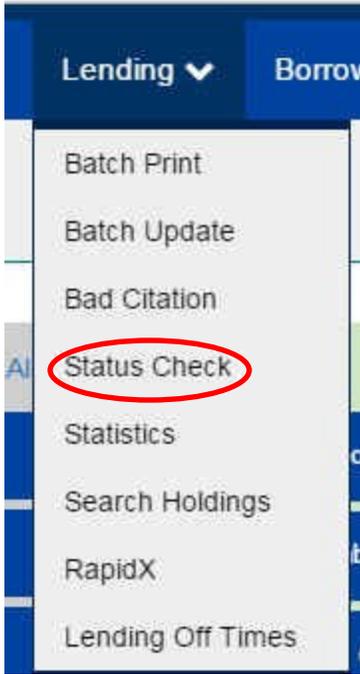
Rapid #

Comments*

Helpful message goes here!

As Rapid users you all have experienced remarkable turnaround time for your requests and as a result I know that this next feature, “Status Check” is not often used. There is rarely enough time between requesting an item and receiving the material to initiate a status check.

But, occasionally, things do go awry—hence, Rapid’s Status Check option.



As you see below, there are several different search fields or combination of fields you can use to check the status of a Rapid request.

- (1) The first, and obviously the fastest, is the Rapid request number.
- (2) You can choose to search requests that were acted upon Today Only by clicking this box.
- (3) Patron Id can be used if you include this information in your Rapid requests.
- (4) You see below that I entered "Smith" in the Patron Name field. The results will return every request for which COF was the lender OR borrower where the word Smith appears in the Patron Name field. The Patron Name box is helpful as well but, again, you need to have allowed this information into your Rapid requests.

NOTE: the Rapid system keeps the patron information only for the life of the request plus 2 weeks.

NOTE #2: Relais does not send Patron information into Rapid.

- (5) You can search on the journal, article, book or book chapter title in this field.
- (6) The Cross Reference field enables searching by ILLiad or Relais number.

Status Check

Welcome, Colorado State University

Enter Search Criteria

Rapid #* (1)	Today Only (2)
<input type="text"/>	<input type="checkbox"/>
Patron Id (3)	Patron Name (4)
<input type="text"/>	<input type="text" value="Smith"/>
Title (5)	
<input type="text"/>	
Cross Reference (6)	
<input type="text"/>	

RAPID Request Results

1

ACTIONS

Rapid #: -10517767



Ariel

IP: 129.82.28.195



Example of Status Check search results

Status	Rapid Code	Branch Name	Start Date
New	COF	Morgan Library	4/15/2016 4:49:30 PM
Pending	BOS	Main Library	4/15/2016 4:49:43 PM
Batch Not Printed	BOS	Main Library	4/19/2016 10:34:18 AM
Batch Printed	BOS	Main Library	4/19/2016 11:03:48 AM
Unfilled	BOS	Main Library	4/19/2016 1:16:18 PM
Pending	SUC	Main Library	4/19/2016 1:16:32 PM
Batch Printed	SUC	Main Library	4/19/2016 1:20:26 PM
Unfilled	SUC	Main Library	4/20/2016 7:18:39 AM

Moving from Status Check we come to Statistics.

Statistics are what make the Resource-Sharing world go around! And Rapid has an excellent statistics package—if you haven't looked at them before, please use this information and take some time to explore your Rapid statistics.

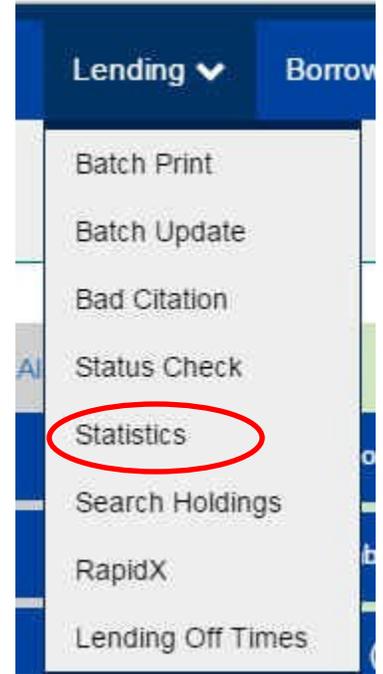
This issue of Rapid Rocks will not go in depth into the statistics; instead, refer to the three Rapid Rocks issues that did fully examine Rapid's stats features.

- [Rapid101 - Statistics 1 of 3 \(Apr 15, 2014\)](#)
- [Rapid101 - Statistics 2 of 3 \(May 1, 2014\)](#)
- [Rapid101 - Statistics 3 of 3 \(June 1, 2014\) Youtube here >>](#)

A review of the three publications above will give you details on how to use Rapid's stats package to its fullest advantage. Want a list of ALL the lending requests you received this month—broken all the way down to journal or book chapter title? Want to see Rapid requests you were unable to fill last month or so far this fiscal year? It's all here...

Of course, all of your Rapid statistics are also captured in ILLiad and Relais, but we do think you'll find the Rapid stats to be highly accurate, complete and easy to navigate. Questions? Contact us at: rapidstaff@rapidill.org.

This is the Statistics main menu page.



A screenshot of the 'Statistics' main menu page. The page has a light gray header with the word 'Statistics' on the left and 'Welcome, Colorado State University' on the right. Below the header, there are two main sections: 'Lending Statistics' and 'Borrowing Statistics'. Each section has two sub-sections: 'Summary' and 'Detail Data'. Below these sections is a large blue box with the text 'Select a Report'. At the bottom of the page, there is a blue footer with the text 'Statistics are available from January 1, 2011'.

The former two actions, “Status Check” and “Statistics” work the same way in Borrowing as they do in lending. This next area, “Search Holdings” is also a shared function. These three actions are exactly the same regardless of whether you open them from the Lending or the Borrowing area on the top toolbar.

The Search Holdings function can be used to check your local holding for accuracy or, perhaps, to see if other libraries in your pods own specific items in case you are considering cancelling or withdrawing them. NOTE: if you are checking more than a couple of titles, let us know and we can run a process so you don't have to check them individually.

Borrowers, the Search Holdings function should NOT be used to check to see if the material you are requesting is available in Rapid! If you are using it for that purpose, you are performing a function that the Rapid system does automatically and faster than you can.

The Search Holdings action searches only the holdings of the pods in which your institution participates.

Journals **(1)** Books **(2)**

ISSN #

OCLC #

Title

Volume #

Year

COF Only **(3)** Open Access Only **(4)**

The first step to using the Search Holdings box is to choose whether you are looking a journal **(1)** or a book **(2)**. You have the option to limit your search to your library’s holdings only **(3)** or Rapid’s Open Access Only database **(4)**. The remaining fields are self-explanatory - remember that title can be a journal title, article title, book title or book chapter title.

Below are the (partial) results of my Search Holdings query on ISSN 0263-6751. Notice that you can decide how many results display per page **(A)** and you can filter the results (for example, by year or owning site) **(B)**.

“Local Only” **(C)** indicates if the material is or is not fulfill-able. At the bottom of the page, which has been truncated here, **(D)** indicates the total number of results to my search and **(E)** provides navigation buttons to the additional results pages.

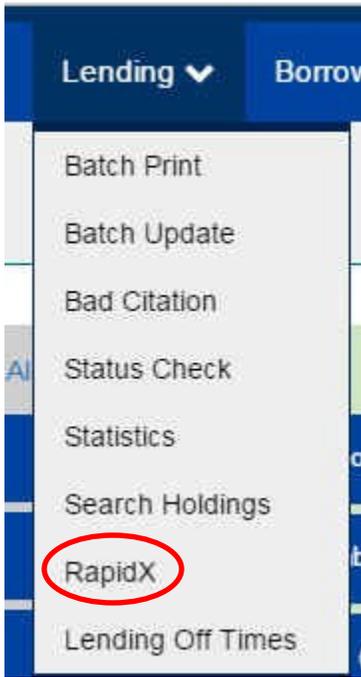
Finally, to emphasize the point, do not use Search Holdings to “pre-search” the Rapid database. Let the system work for you!

Search Results

Show entries **(A)** **(B)** Filter Results:

Rapid Code	Branch Name	ISSN	OCLC #	Year	Volume	Call #	Location	Title	Local Only (C)
FGM	Main Library	0263-6751		2002		http://ezproxyfau.edu/login?u...	Literature Online (LION)	Anglo-Saxon England	No
IYU	Main Library	0263-6751		2002-2014		http://ezproxy.baylor.edu/login...	Literature Online (LION)	Anglo-Saxon England	No
AUM	Main Library	0263-6751		2002-2014		Electronic	Literature Online	Anglo-Saxon England	No
WAU	Suzzallo Library	0263-6751		2010		http://na01.alma.exlibrisgroup...	Cambridge University Press	Anglo-Saxon England	No

Showing 1 to 10 of 198 entries **(D)** **(E)**



RapidX is a function designed by the Rapid team to enable the seamless delivery of material between disparate systems (Odyssey and Ariel). In addition, with RapidX libraries that do not have electronic receiving capabilities can receive their material via their Rapid webpage in the form of .pdf files.

Under the RapidX umbrella, there is also RapidX4ALL. But, first, let's talk about RapidX, which provides a one-stop sending mechanism for your Rapid resource-sharing deliveries and receipts.

There are three sections on the RapidX page each of which performs a different function. Let's look at them in order.

To send material requested via Rapid, click the "Send Rapid Request" button which will give you information on how to proceed.

RapidX

Welcome, Colorado State University

RapidX Actions

Welcome to the RapidX page. From here you can send RapidX items as well as send Non-Rapid items. Simply click the button below to begin your process.

Send Rapid Request

Send Non-Rapid Request

Rapid Request Upload

Rapid Request Directions

1. Click the 'Choose File(s)' button below
2. Choose the file (*.tiff, *.tif, *.pdf, *.htm or *.html) you wish to upload. The file name must match the Rapid # of the request you wish to fill (e.g. 123456.pdf)
3. While this file is being uploaded you can upload another file. You may also choose multiple files at once by holding down the <Ctrl> key
4. Wait for all files to complete uploading before navigating away from this page

Choose File(s)

Close

These are important.

Your selected files will automatically move into the “Pending Rapid” box. Items stay in this box for a default time of 2 minutes — you can have the Rapid team set this default time to whatever you prefer, a shorter or longer time. The hold time gives lending staff the opportunity to view the material one last time and/or to delete the transmission if necessary.

You can see the (1) ‘Rapid Requests’ currently in the Pending box. This request will stay in this box for the (2) default hold time of 2 minutes which gives the lending staff the opportunity to (3) view the material and/or to (4) delete the transmission.

The screenshot shows the 'Pending Rapid' interface. At the top, there are two tabs: 'Rapid Requests' (selected) and 'Non-Rapid Requests'. Below the tabs is a blue header bar that reads 'Pending Rapid - (Hold Time: 2 Minutes)'. Underneath, there is a search filter area with 'Show 10 entries' and a 'Filter Results:' input field. A table follows with the following columns: 'Request #', 'Borrowing Library', 'Uploaded to RapidX', 'View', and 'Remove'. A single row is visible with the following data: Request # -10638836, Borrowing Library COF, Uploaded to RapidX 5/23/2016 8:58:12 AM, View (with a magnifying glass icon), and Remove (with a trash can icon). Below the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination controls: 'First', 'Previous', '1' (highlighted), 'Next', and 'Last'.

Once the hold time has elapsed the transmissions are sent and then recorded in the “Filled Rapid Requests” box.

The screenshot shows the 'Filled Rapid Requests' interface. It has a grey header bar with 'Filled Rapid Requests'. Below the header, there is a search filter area with 'Show 10 entries' and a 'Filter Results:' input field. A table follows with the following columns: 'Rapid #', 'Filled', and 'View Request'. There are 10 rows of data, each with a Rapid #, a timestamp, and a URL. The data is as follows:

Rapid #	Filled	View Request
-10645375	5/23/2016 9:23:30 AM	http://rapidill.org/10645375
-10645361	5/23/2016 9:23:29 AM	http://rapidill.org/10645361
-10645354	5/23/2016 9:23:28 AM	http://rapidill.org/10645354
-10645398	5/23/2016 9:23:27 AM	http://rapidill.org/10645398
-10645336	5/23/2016 9:23:26 AM	http://rapidill.org/10645336
-10645419	5/23/2016 9:23:26 AM	http://rapidill.org/10645419
-10645421	5/23/2016 9:23:25 AM	http://rapidill.org/10645421
-10645326	5/23/2016 9:23:24 AM	http://rapidill.org/10645326
-10645323	5/23/2016 9:23:18 AM	http://rapidill.org/10645323
-10645306	5/23/2016 9:23:18 AM	http://rapidill.org/10645306

Below the table, it says 'Showing 1 to 10 of 22 entries' and includes pagination controls: 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'.

RapidX includes a second feature which we call “RapidX4ALL”. RapidX4ALL allows lenders to send any requests, for example, OCLC material, through the RapidX system to a borrower’s Ariel or Odyssey machine or to an email address. So, using RapidX’s “Send Non-Rapid Request” choice, a Rapid library can send material from an OCLC request to any other library—even if they do not participate the Rapid system.

The steps for using RapidX for NonRapid Requests are straightforward and mirror those described above. It is fully described in an earlier Rapid Rocks available here: [RapidX4ALL \(March 1, 2014\)](#)

The final option on Lending drop down menu is “Lending Off Times”. This feature is designed for institutions to turn their Rapid lending off when necessary. For example, your library might be closed for a holiday or severely short-staffed for a short period of time. Using “Lending Off Times” gives you control over your lending workflow.

The Rapid team does monitor the Lending Off Times and if the time seems excessively long, may contact you for information. It may be necessary to turn your Rapid borrowing off if your institution is not lending for an extended period.

Let’s take a look at Rapids “Lending Off Times” feature.

Lending Off Times

Welcome, Colorado State University

All times in Mountain 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

Turning your institution’s Rapid lending off comes with a few rules.

NOTE: The Mountain Time Zone is used!

Scheduled Lending Off Times

No Lending Off Times currently scheduled.

Add New Time

Click here to Add a Lending Off Time

Add the date and time you want Lending requests to stop and the date and time you will begin lending again. Click Save and you’re all done. Remember, you want to use **Mountain Time!**

Add New Time

Off: 05/24/2016 10:00 AM Back On: 05/24/2016 2:00 PM Duration: 4 hours

Save Cancel

Click Save and you’re all done.

There is an entire Rapid Rocks issue dedicated to “Lending Off Times” available here: [Lending OFF \(November 2011\)](#)

Lending Expand All | Collapse All

- Journal Articles - Requests (107)
- Book Chapters - Requests (7)
- Books - Requests (10)
- Aging Status - Total Request (124)

Borrowing Expand All | Collapse All

- Bad Citation (1)
- Not Available in Rapid (9)
- Borrowing (44)
- Aging Status - Total Requests (44)

Lending ▾ **Borrow**

- Batch Print
- Batch Update
- Bad Citation
- Status Check
- Statistics
- Search Holdings
- RapidX
- Lending Off Times

This completes our look at the Main Menu and Lending Actions on Rapid's new website.

A correction to last week's Rapid Rocks: the new website will go live on **July 12th**, not July 1st.

You can start using the new website now by following this link: : <http://newsite.rapidill.org>

I hope you've enjoyed this Rapid Rocks and maybe even learned something new! Look for another Rapid Rocks! later this week when we'll discuss the Borrowing functions.

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.



Contact Rapid Staff	
Mike Richins mike.richins@colostate.edu	970.491.0955
Jane Smith jane.smith@colostate.edu	970.491.3195
Tom Delaney tom.delaney@colostate.edu	970.481.7811
Greg Eslick greg.eslick@colostate.edu	970.491.6578
Sam Friedman sam.friedman@colostate.edu	970.491.7601