Welcome to the final Rapid Rocks describing the new Rapid website! Today we will be discussing a very important area, Rapid Tools. There are several items of interest here, so let’s get right to it.

Just as you saw in the previous issues, you get to Rapid Tools, by clicking the down arrow next to “Rapid Tools” on the Rapid website’s top toolbar.

Our first selection, “Manuals” comes with a caveat...and that is that the manuals on the Rapid website are woefully out of date to the point of being useless. We will not open that tab here because the “Manuals” area is currently being revamped. Once we’ve finished updating that section, we’ll send a message to the Rapid lists and post to our Facebook page and you will know to come to the Rapid Tools area to review processes if you need to do so.

Let’s start, instead, with the “My Profile” link. My Profile gives you the opportunity to add, edit or delete information in your Rapid profile, in addition to providing important information regarding your Rapid membership.

For example, want to change your Rapid password? Do it under “My Profile”. Want to see what pods your institution participate in? That information is available in the “My Profile” area, also.

I have divided the “My Profile” page into three sections. This is the top of the page.

If you make changes, be sure to click the SAVE button.
The center section of the My Profile page lists the branch libraries at your institution that participate in the Rapid system. Remember, branch library participation is free!

I clicked Morgan library and below is displayed the information for that branch.

You can change your delivery (Lending and Receiving) information above, and your contact information below.

It would be a good idea to explore these areas so you are comfortable with how they work. Is your library’s contact information up-to-date??
Below the Associated Contacts area is the third and final section. This information appears for each Branch library, and is a list of all of the Rapid pods in which your institution participates.

Clicking “Reciprocal” displays the following screen. This is important information and it is definitely worth a few minutes of your time to investigate. If you have questions about resource-sharing reciprocity among Rapid libraries outside the Rapid system, please ask! Reciprocity is a great way to lower your ILL costs.
The next selection under Rapid Tools is “Collection Management.” This feature can be very helpful when your library is undergoing weeding or cancellation decisions.

The Collection Management function can, among other things, assist ILL staff in determining if users are requesting material that is available locally and can easily show lenders what materials are the most heavily requested.

Using the Collection Management function is quite simple.
1. Enter a Start Date
2. Enter an End Date, and
3. Click the report type.

In the example below, I selected June 1-13, 2016 and selected the Borrowing Report “Requested Titles Matched”

Notice that the Standard Number field is a hyperlinked. When you click the link, the box below opens.

This is a breakdown showing the number of requests by publication year for a specific standard number. Handy, isn’t it?
Let’s move on and examine some quick and easy functions.

1. **Email Listserv**: this exactly what it sounds like. When you click this link, a mail message, preaddressed to the listserv of your home pod will open, providing a quick and easy way to communicate.

2. **Email List Subscriptions**: Sometimes different messages go to different Rapid listservs. Everyone who does resource sharing at your institution should be signed up for the “Rapid-L” listserv and, if a member of a specific consortial pod, for that listserv as well. Sometimes messages will go to a specific consortial pod (ASERL, BLC, California, CNY, JULAC, Maryland, Michigan, Prospector, PALCI, SECAC, SCEL, Taiwan or VALE) so it is important to have that avenue of communication open.

Below is the Email List Subscriptions box. To subscribe or unsubscribe from a list, simply choose the listserv from your applicable list using the drop-down arrow, enter your email address and click “Subscribe” or “Unsubscribe”

3. **Rapid Reciprocal List**: this link takes you directly to the same information that is available through the “My Profile” area. This is faster than working your way through the profile steps.

4. **Contact RAPID Library**: this function works exactly as it did on the previous Rapid website, it just looks a little differently. You can use a variety of criteria to find contact information for any other Rapid library.
The final, and most important, selection on the Rapid Tools drop-down box is 5: Contact RAPID Staff.

We value your questions, input, suggestions, criticisms, compliments very much and this is a nice easy way for you to contact the Rapid team.

I hope you’ve enjoyed this series of “Rapid Rocks!” and seeing our new look. Thank you for taking the time to read Rapid Rocks! and we hope this new website design series has been helpful. The new website is rolling out in mid-July and now you’ll be all ready!

As always, if you have any questions, concerns, suggestions or ideas for Rapid Rocks, please let us know.

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