



October 1, 2015

RapidILL: Direct to Reprints Desk

Rapid is pleased to announce a new feature that will allow you to submit article and book chapter borrowing requests directly to Reprints Desk through the Rapid system. This process can be used if you have exceeded copyright on a certain title or are just interested in going directly to a document supplier for a particular request. Since these requests are routed through Rapid, filled requests are processed through RapidX and are delivered electronically via your preferred delivery method allowing you to take advantage of automated receiving and delivery to your patron (providing you have this setup already for your Rapid workflow).

Reprints Desk is a document delivery company that works directly with scientific, medical and technical publishers to supply copyrighted articles and book chapters. Embargoed items not available to libraries are often available through Reprints Desk since they work directly with publishers. For more information visit the [Reprints Desk Information Page](#).

This feature works best for ILLiad users, but is available to all Rapid libraries. The ILLiad workflow takes advantage of the Rapid Addon to easily submit the request to Reprints Desk by a simple button click.

This process assumes Reprints Desk owns the requested material and always routes the request to them for processing. If a request is unable to be filled by Reprints Desk, it is returned back as Not Available to the borrowing library.

Setup:

1. This feature requires you to have an account with Reprints Desk specifically for Rapid, if you don't have one already. This [link](#) will take you to a form you can fill out to initiate the account setup.
2. Please contact [Rapid Staff](#) to let us know you would like to use this feature. We'll need to do some configuration on our end to get you access to the Reprints Desk button.

Rapid Direct to Reprints Desk Workflow:

ILLiad Users

1. ILLiad users will want to install the Rapid ILLiad Addon if it isn't already installed. The Rapid Addon can be downloaded from the [ILLiad Addon Directory](#) or from the [Rapid web page](#).
2. Launch the Rapid Addon when viewing a request you would like to go to Reprints Desk.

The screenshot shows the ILLiad system interface for a borrowing request (723865). The top navigation bar includes tabs for Borrowing Processing, Printing, Copyright, OCLC Request, and Rapid. The 'Rapid' tab is highlighted with a red circle. Below the navigation bar, there are several sections: General Request Information, OCLC Information, and Article Information. The General Request Information section includes fields for Transaction Number (723865), Username (mrhins), Transaction Date (9/23/2015 4:43 PM), Delivery Method (Regular), and Billing Account. The OCLC Information section includes fields for ILL Number, OCLC Number, Lending String, Lender, System ID, and OCLC Status. The Article Information section includes fields for Journal Title (Plasma Science & Technology), Volume/Issue (15, 5), Month/Year/Pages (2013, 403-410), Article Author (Xu, Chao), Article Title (Computing open-loop optimal control of the q-profile in ramp-up tokamak plasmas using the minimal-s), Original Journal Title, Item Author/Publisher, and Item Place/Edition.

3. Click the Send to Reprints Desk button.

The screenshot shows the Rapid ILLiad Addon interface. The top navigation bar includes tabs for Borrowing Processing, Printing, Copyright, OCLC Request, and Rapid. The 'Rapid' tab is active. Below the navigation bar, there are several sections: Rapid, New Request, and Request Information. The 'New Request' section includes a form for creating a new request. The 'Request Information' section includes fields for Journal Title (Plasma Science), Article Title (Computing open-loop optimal control of the q-profile in ramp-up tokamak plasmas using the minimal-s), Article Author (Xu, Chao), Volume # (15), and Issue (5). The 'Send to Reprints Desk' button is highlighted with a red circle.

4. Rapid will let you know if the request has been successfully submitted to Reprints Desk or if the query was unsuccessful.

The screenshot shows the RAPID system interface. The top navigation bar includes links for Borrowing Processing, Printing, Copyright, and Rapid. The left sidebar contains links for New Request, Get Status, Status Check, and a list of actions including Sign Out, Public Information, Rapid Rocks!, Member Map, Rapid Member List, Main Menu, and Rapid Reciprocal List. The main content area displays a 'New Request' form. The 'Article' tab is selected, and the 'Book Chapter' tab is also visible. A message states: 'This request has been submitted to REPRINTS as Rapid # -9691625'. A red arrow points to this message. Below the message, the 'Requesting Branch' is set to 'Morgan'. There are buttons for 'Query Rapid', 'Send to Rapid', 'Send to Reprints Desk', and 'Clear'. The 'Request Information' section shows the 'Journal Title' as 'Plasma Science'.

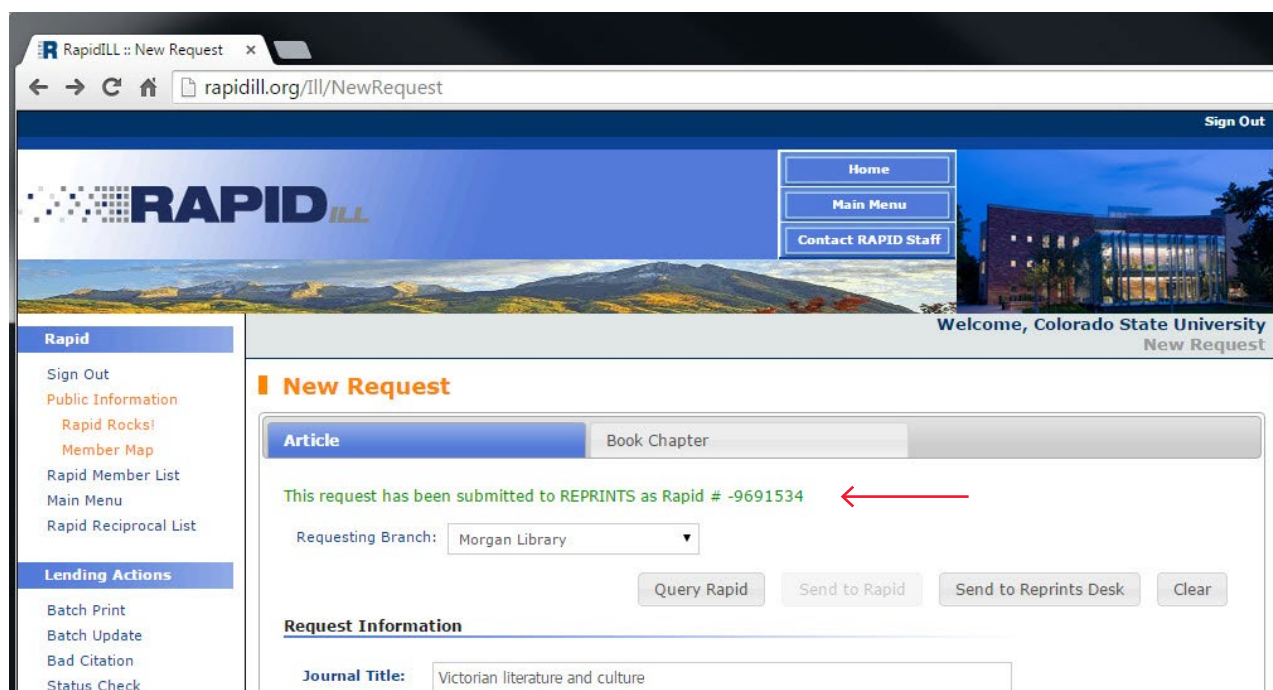
The screenshot shows the RAPID system interface with an error message. The top navigation bar includes links for Borrowing Processing, Printing, Copyright, OCLC Request, and Rapid. The left sidebar contains links for New Request, Get Status, Status Check, and a list of actions including Sign Out, Public Information, Rapid Rocks!, Member Map, Rapid Member List, Main Menu, and Rapid Reciprocal List. The main content area displays a 'New Request' form. The 'Article' tab is selected, and the 'Book Chapter' tab is also visible. An error message states: 'Unable to format ISSN AND/OR OCLC number' and 'ERROR Missing required standard numbers'. A red bracket highlights the error message. Below the message, the 'Requesting Branch' is set to 'Morgan'. There are buttons for 'Query Rapid', 'Send to Rapid', 'Send to Reprints Desk', and 'Clear'. The 'Request Information' section shows the 'Journal Title' as 'Plasma Science', the 'Article Title' as 'Computing open-loop optimal control of the q-profile in ramp-up tokamak plasmas us', the 'Article Author' as 'Xu, Chao', the 'Volume #' as '15', the 'Issue' as '5', the 'Month' as an empty field, the 'Year' as '2013', the 'Pages' as '403-410', and the 'ISSN' as an empty field.

5. The Rapid ID, Lending String, and System ID fields are automatically adjusted. *Save the changes* and, finally, route the request to Request Sent.

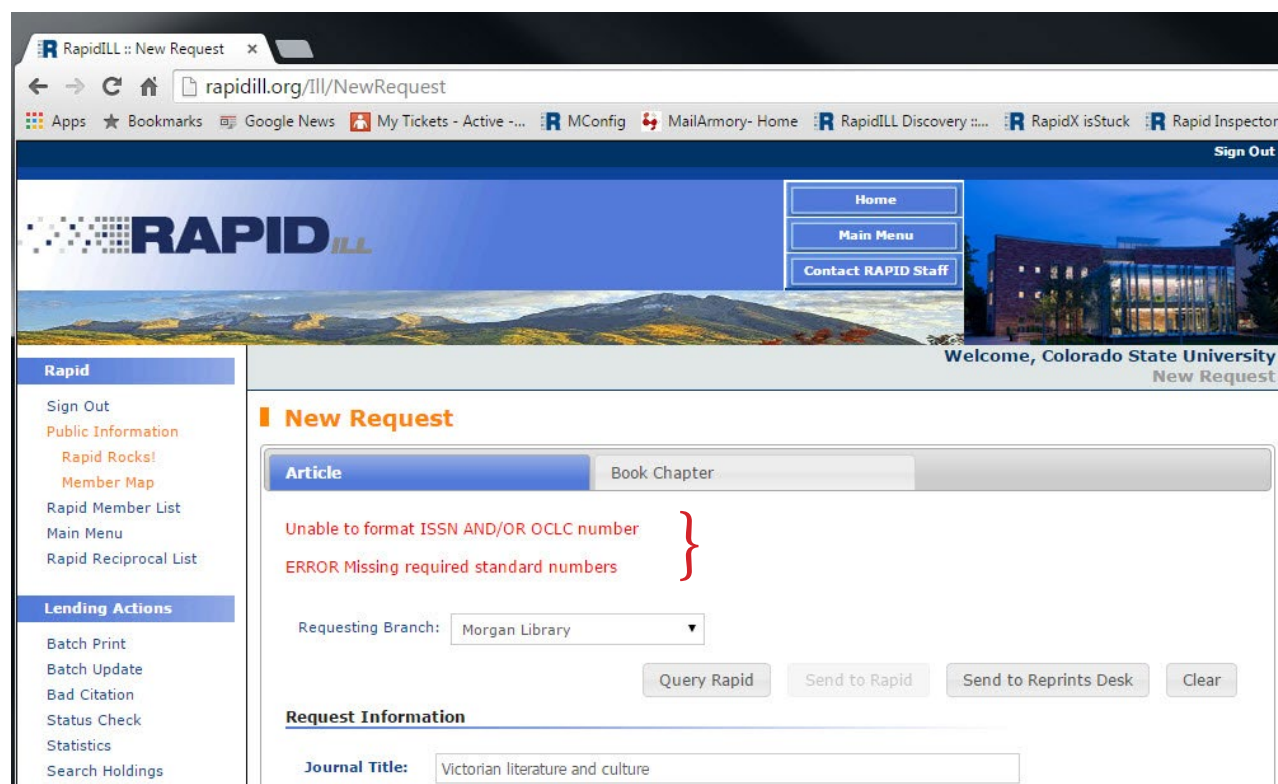
Non-ILLiad Users

1. Access the New Request page on the [Rapid web site](#):
2. Enter the request information in to the appropriate fields.
3. Click the Send to Reprints Desk button.

4. Rapid will let you know if the request has been successfully submitted to Reprints Desk or if the query was unsuccessful.



The screenshot shows the RapidILL website interface. The browser address bar displays `rapidill.org/ill/NewRequest`. The page header includes the RapidILL logo and navigation links: Home, Main Menu, and Contact RAPID Staff. A welcome message for Colorado State University is visible. The left sidebar contains links for Sign Out, Public Information, Rapid Rocks!, Member Map, Rapid Member List, Main Menu, and Rapid Reciprocal List. The main content area is titled "New Request" and features a tabbed interface with "Article" and "Book Chapter" tabs. A green message states: "This request has been submitted to REPRINTS as Rapid # -9691534", with a red arrow pointing to the number. Below this, the "Requesting Branch" is set to "Morgan Library". Action buttons include "Query Rapid", "Send to Rapid", "Send to Reprints Desk", and "Clear". The "Request Information" section shows the "Journal Title" as "Victorian literature and culture".



The screenshot shows the RapidILL website interface with an error message. The browser address bar displays `rapidill.org/ill/NewRequest`. The page header and sidebar are identical to the previous screenshot. The main content area is titled "New Request" and features a tabbed interface with "Article" and "Book Chapter" tabs. A red error message states: "Unable to format ISSN AND/OR OCLC number" and "ERROR Missing required standard numbers", with a red bracket indicating the issue. Below this, the "Requesting Branch" is set to "Morgan Library". Action buttons include "Query Rapid", "Send to Rapid", "Send to Reprints Desk", and "Clear". The "Request Information" section shows the "Journal Title" as "Victorian literature and culture".