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.

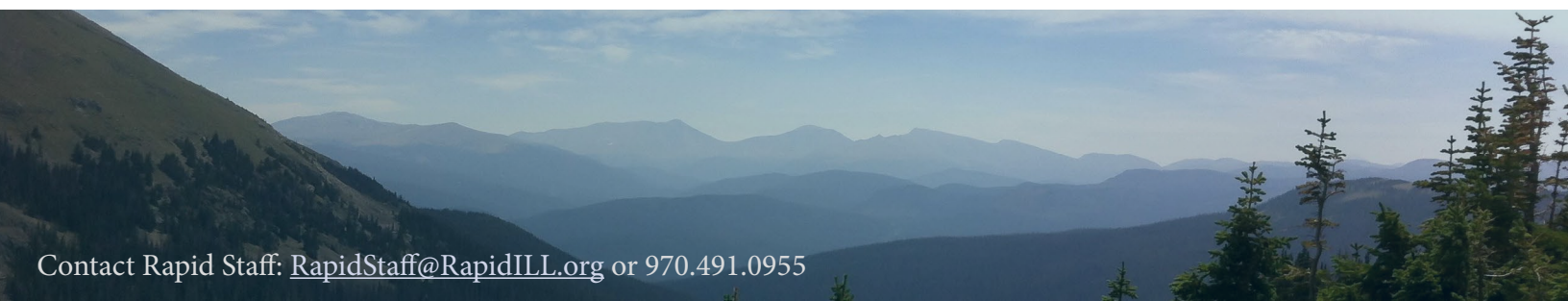
This feature works best for ILLiad users, but is available to all Rapid libraries. The ILLiad workflow takes advantage of the Rapid Addon to easily submit the request to Reprints Desk by a simple button click.

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.

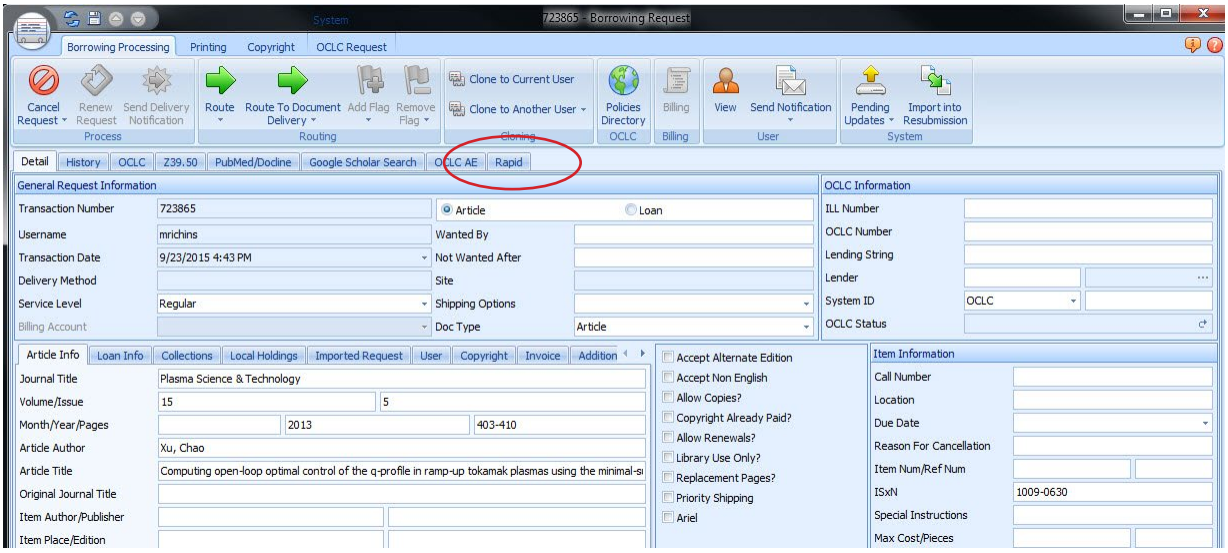


Rapid Direct to Reprints Desk Workflow:

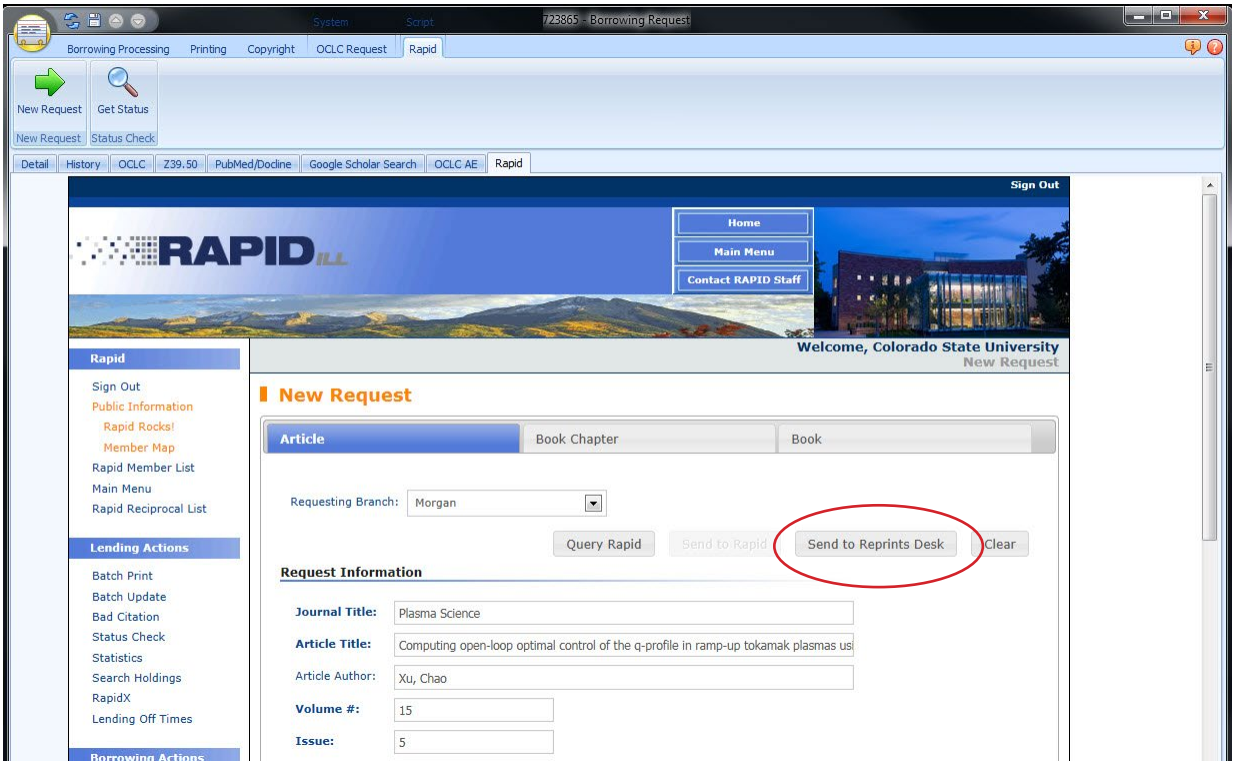
ILLiad Users

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.

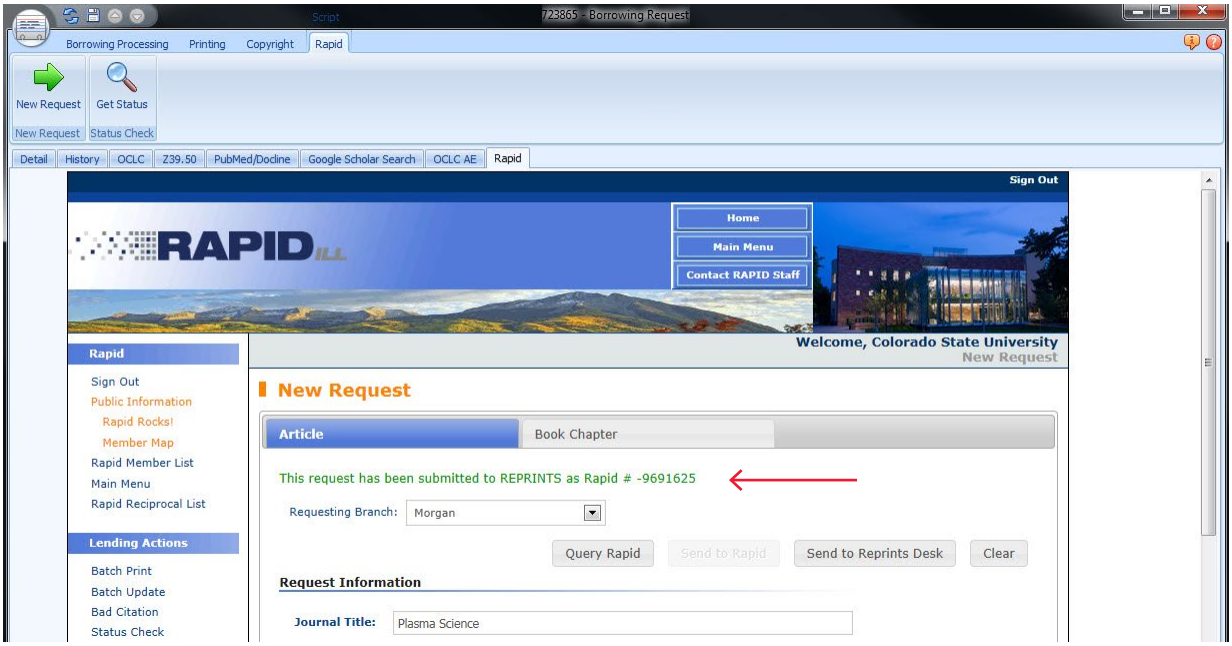
2. Launch the Rapid Addon when viewing a request you would like to go to Reprints Desk.

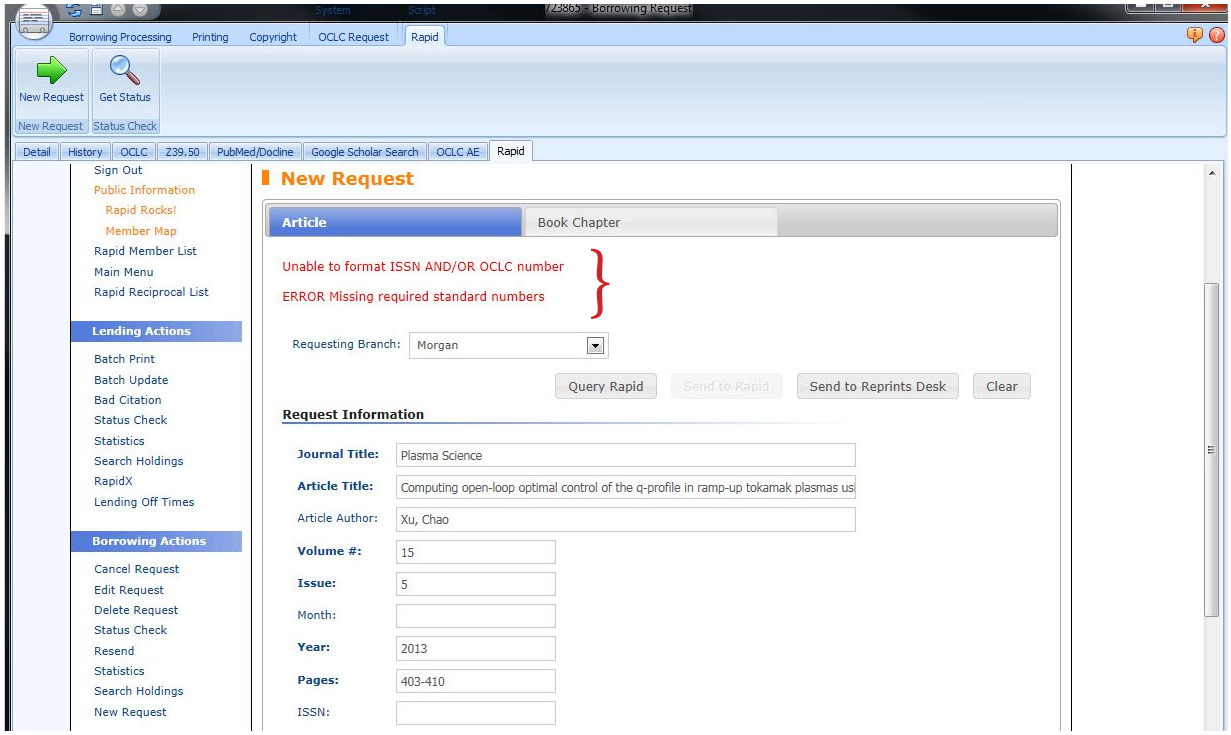


3. Click the Send to Reprints Desk button.

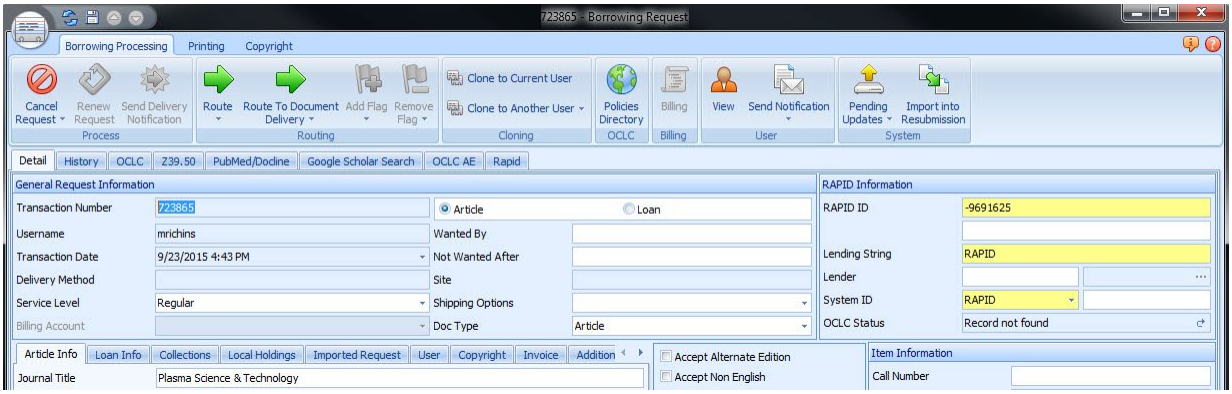


4. Rapid will let you know if the request has been successfully submitted to Reprints Desk or if the query was unsuccessful.





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

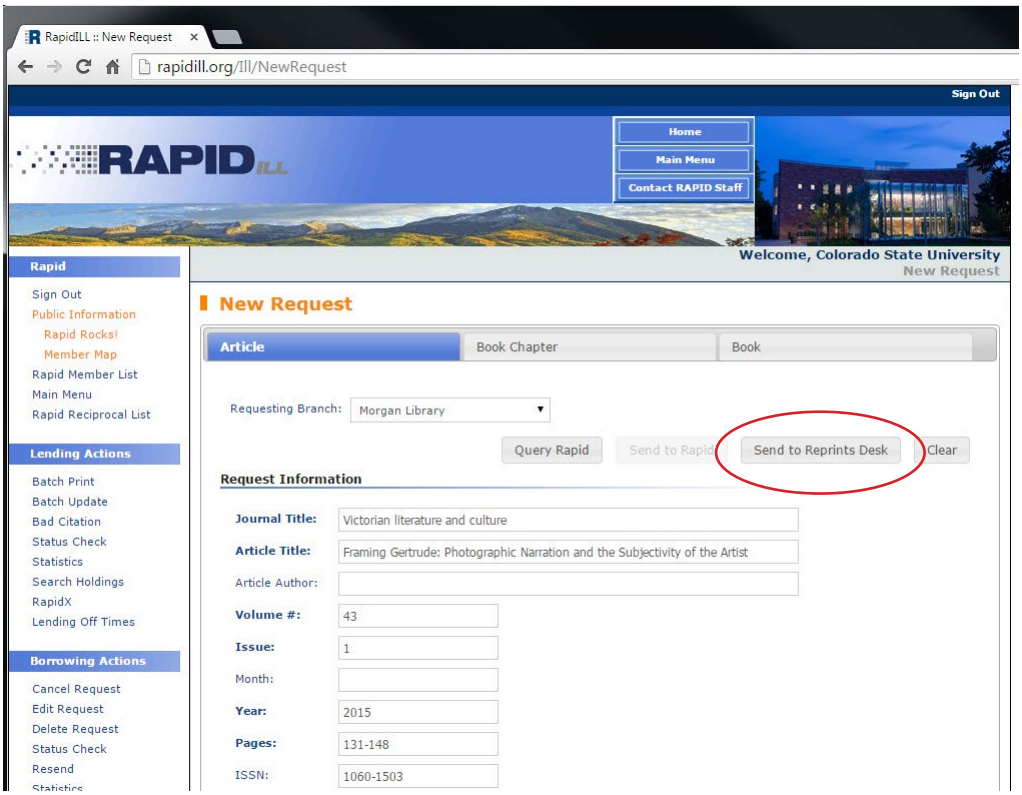
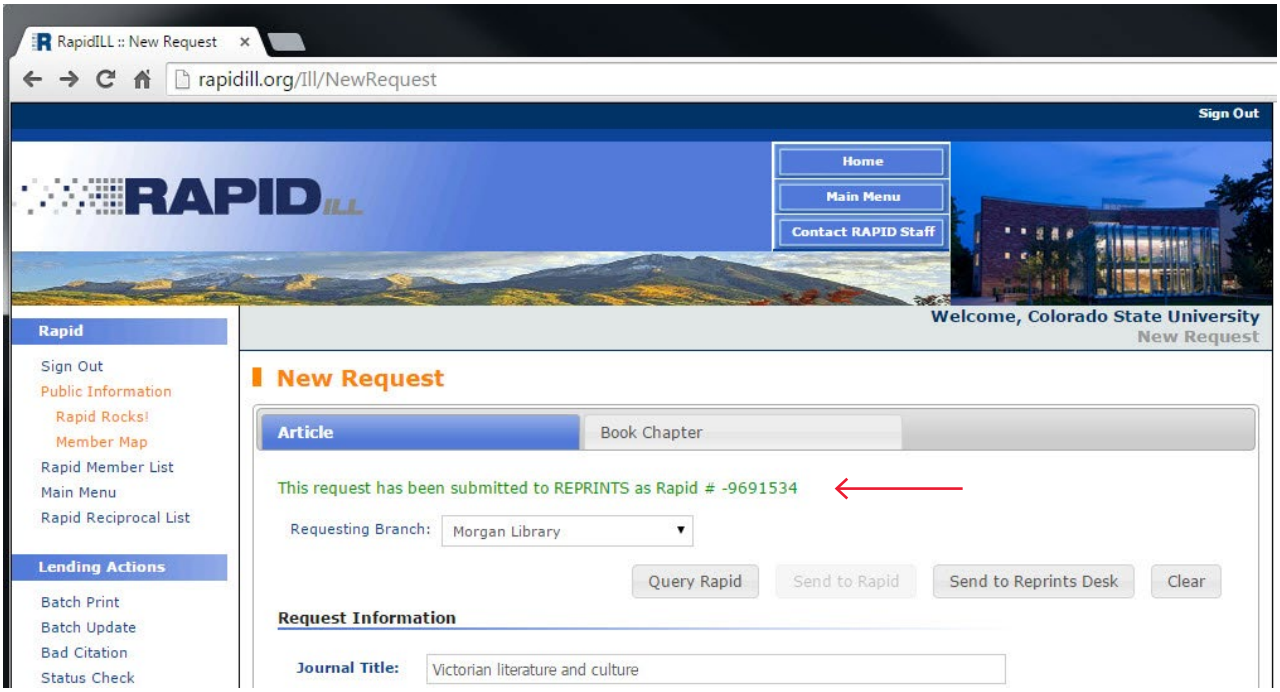
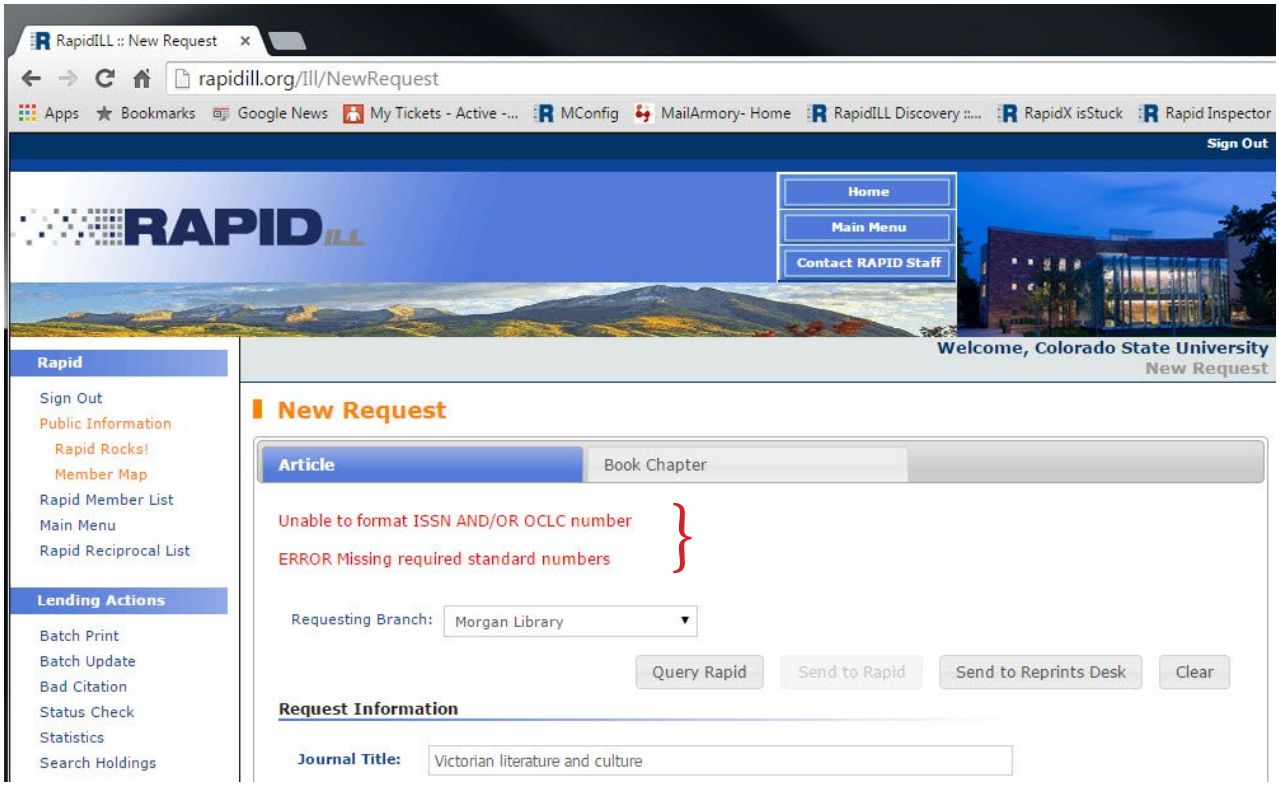


Non-ILLiad Users

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.