

Rapid Rocks!



Lending OFF (Updated)

As we head into the holidays it is a good time to review how and when to turn off your Rapid lending.

When should you deactivate your lending?

The rule of thumb is:

- if your lending operation is going to be seriously short-staffed or closed for *more than 24 hours not counting weekends*. For example, if your ILL unit is out for a day of training, you would leave your Rapid lending on. Simply do your best the next day to catch up. If you're out for more than one day, you might want to turn yourself off.
- Sometimes emergency situations occur—maybe your Odyssey delivery system has failed, or your scanner has died and you aren't sure how long it will be before things are operational. In those instances, you might want to turn off your Rapid lending

To turn off your Rapid lending

1. Log into your Rapid website and click "Lending" on the top toolbar. Now choose "Lending Off Times."

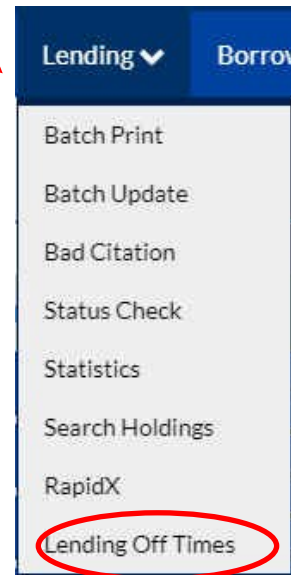
2. Read the instruction on the screen..



All times in Eastern Standard Time (Daylight Savings Time if appropriate).

Lending Off Rules:

- All times must be at least one hour in the future
- Starting time must be less than one year in the future
- Duration must be at least 4 hours long
- Duration must not be more than 30 days long



3. The Lending Off Times screen will display any times you have already scheduled. Click the green "Add New Time" button to begin.



4. Insert your beginning “Off” time in the left-hand box (1) and your “Back On” time in the right hand box (2). (Remember the rules.) (3) This is a new feature in Lending Off. Here you can enter a note as to why or who turned your lending off. (4) This is the duration of your lending off time.
5. Finally, remember to click the SAVE button.

You can review, edit (using the little pencil icon) or delete (using the little trash can icon) your scheduled lending off times, by going to the “Lending Off Times” screen (Step 1).

For emergency shut-offs, call Mike at 970-491-0955, Tom at 970-481-7811 or send an email message to the Rapid team at: RapidStaff@Rapidill.org.

Contact Rapid Support	
Mike Richins mike.richins@colostate.edu	970.491.0955
Jane Smith jane.smith@colostate.edu	970.491.3195
Tom Delaney tom.delany@colostate.edu	970.481.7811
Sam Friedman Sam.friedman@colostate.edu	970.491.7601

