

# Rapid Rocks!



## Lending OFF (redux)

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

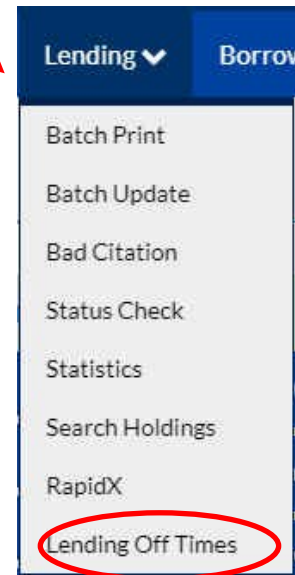
### When should you have your lending deactivated?

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 as much as possible. 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

### How do you turn your Rapid lending off?

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 Mountain 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.)

The duration of your lending off time is shown off to the right (3)

5. Finally, remember to click the SAVE button.

Add New Time

Off: 11/14/2017 1:00 PM 1      Back On: 11/14/2017 5:00 PM 2      Duration: 4 hours 3

Save      Cancel

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).

Scheduled Lending Off Times

Off: 11/14/2017 02:00 pm      Back On: 11/14/2017 06:00 pm      Duration: 4 hours

Add New Time

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](mailto:RapidStaff@Rapidill.org).

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

