

## Creating a Lending Request

Resource Sharing (RS) lending requests are requests to borrow books or other materials from your institution by other libraries via inter-library loan (ILL). These requests are usually transmitted digitally to the lending library, and appear in Rapido's Lending Requests page.

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### Note

For information about handling existing lending requests, see [Managing Lending Requests](#).

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If you need to create lending requests in Rapido directly – for example, if you receive a request over the phone or by email – you can do so from the Lending Requests page, either manually or from a search, as explained below. Once you have created the new request, you can fill in the relevant fields as required. If the request was created from the results of a search, some of the fields are filled in by the system.

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## Adding a Lending Request Manually

You can manually create a resource-sharing lending request by entering information about the resource into a blank lending-request form .

### To add a lending request manually:

1. On the Lending Requests page, select **Create Request > Manually** and then select the type of resource – **Book** or **Article**. A blank **Resource Sharing Lending Request** form opens in a sliding panel.

### Resource Sharing Lending Request Page (Book)

2. In the **Resource Information** area, enter the information in the relevant fields. For more information on these fields, see [Adding a New Book or Journal Article](#).
3. In the **Request Attributes** area, enter the required information in the relevant fields, as described in [Lending Request Attribute Fields](#), below.
4. Select **Save**. The lending request is created and the page closes.

## Adding a Lending Request from a Search

You can create a resource-sharing lending request by searching your institution's repository and copying the bibliographic record of the required resource from it.

### To add a resource sharing task from a search:

1. On the Lending Requests page, select **Create Request > From Search**. The Repository Search page opens in a sliding panel.

### Repository Search Page: Add from Search

2. Search for the item.

**Note**

You can select only **All titles** in the **Find** box.

3. Select the checkbox of the required item, and then select **Select**. The **Request Attributes** section of the Resource Sharing Lending Request page opens.

**Resource Sharing Lending Request Page – Request Attribute Section**

4. Enter or modify the request information, as described in the following table:

Lending Request Attribute Fields

Field	Description
Supplied to (Required)	Select the specific integration profile, configured on the Resource Sharing Partner List page in Fulfillment Configuration (see <a href="#">Resource Sharing Partners</a> ).
Owner (Required)	Select the resource sharing library that the operator is scoped to. If the request is created automatically, as with an NCIP message, the owner is set by the NCIP partner's parameters. For an ISO message, the value is set to the ISO symbol configured in the resource sharing library.
Labels	<p>Add one or more labels – single-word identifiers – to the request.</p> <p>Select the <b>Labels</b> field to see a list of existing labels. Select one of the labels to attach it to the request, or begin typing to create a new label.</p> <p>For additional information about labels, see <a href="#">New Layout 2022</a>.</p>
Request status	<p>Select the status of the request. Choose from the following:</p> <ul style="list-style-type: none"> <li>◦ Being processed</li> <li>◦ Cancel reply</li> <li>◦ Created lending request</li> <li>◦ Damaged</li> <li>◦ Expired</li> <li>◦ Lender check in</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>◦ Locate failed</li> <li>◦ Lost</li> <li>◦ Overdue request – The request's due date arrived.</li> <li>◦ Received by partner</li> <li>◦ Rejected the borrower request</li> <li>◦ Request completed – The request was delivered or it was canceled before it reached the hold shelf.</li> <li>◦ Returned by partner</li> <li>◦ Shipped digitally</li> <li>◦ Shipped physically</li> <li>◦ Will supply</li> </ul> <p>The value of this field is displayed as the <b>Status</b> on the Lending Requests page.</p>
External identifier (Required)	Enter the identifying string supplied by the external system.
Format	In the Format drop-down list, select the format of the request: <ul style="list-style-type: none"> <li>◦ Digital</li> <li>◦ Physical</li> <li>◦ Physical non-returnable</li> </ul>
Requested media	The type of media in which you want the request to be supplied.
Allow Other Format	If the requested format is unavailable, this indicates whether the patron is willing to receive the item in another format.
Language	This is the language that is requested by the patron in the borrowing request.
Copyright Status	Reflects the borrower side copyright status (if the borrower support copyright statuses). The borrower value will be automatically populated for ISO requests.
Shipping cost	Enter a shipping cost for the request. The displayed currency is the default currency of the institution. If a shipping cost lender rule is configured, it is applied to the shipping cost of the request (see <a href="#">Configuring Shipping Cost Lender Rules</a> ).
Date needed by	Select the date on which the item is needed from the Calendar dialog box.
Request note	Enter any notes for the request.
Requester email	Enter an email address if the requested resource is digital. The resource will be delivered to this email.
Level of Service	The requested shipping speed. To configure the available options, see <a href="#">Configuring Levels of Service</a> .

5. Select **Save**. The new lending request is created and the page closes.