
Discovery

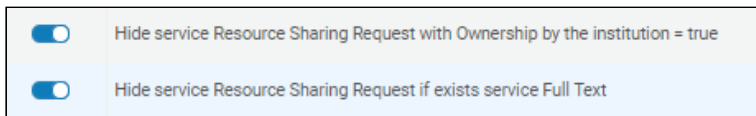
Discovery

Rapido holdings are included in any scope configured to query the Central Index and not filtered by availability.

Self Owned Resources

To prevent Rapido offers for self-owned resources, add the below Display Logic Rules ([Configuration > Fulfillment > Discovery Interface Display Logic > Display Logic Rules](#)):

- Hide service Resource Sharing Request with Ownership by the institution = true — hides the Rapido offer when there is physical inventory
- Hide service Resource Sharing Request if exists service Full Text — hides the Rapido offer when there is electronic inventory



Self Owned Resource settings

Setting `check_self_ownership_serial` ([Configuration > Fulfillment > General > Other Settings](#)) to `false` enables request placement when the local resource is a serial but requires staff mediation. Mediation rules are used to ensure the exact issue that the patron is requesting is not held locally.

If `check_self_ownership_serial` is set to `true`, and one of the below Display Logic Rules is enabled, journal offers are not presented for journals you own or have available, and the request can only be placed by staff mediation, regardless of the coverage.

- Hide service Resource Sharing Request with Ownership by the institution = true
 - Hide service Resource Sharing Request with Availability by the institution = true
-

EasyActive and FullyFlexible

EasyActive – all collections are automatically searchable in discovery and does not require proactive search activation by the library staff.

FullyFlexible – beyond the activation of your own library holdings, the institution controls which collections are searchable in your discovery.

Either option can be used with Rapido.

EasyActive exposes more content beyond your library collections than FullyFlexible. This enables patrons to create resource sharing requests directly from their search results rather than needing to use the blank form for their request. This

avoids unnecessary errors in their requests and provides patrons with clear visibility for the request such as delivery time for Rapido offers.

Rapido Holdings Index Records

The Rapido Holding Index contains the index of all Rapido library holdings. The record displayed is a single anonymized record. The index does not include records suppressed by the institution and external data sources. Additionally, only records that are included in the inclusion criteria below are included in the index.

Note

Records that are internal to your institution and do not provide benefit to another institution should be considered for suppression from external search.

Suppression from an external search affects the global index and potentially affects searches in the library catalog using Z39.50 and SRU based on your library's configuration of those profiles.

For more information, watch <https://www.youtube.com/watch?v=ZQSlvkTJaIY>.

Inclusion Criteria

Use at least one of the following criteria:

External system number (035)

LCCN + brief title + year

LCCN + fuzzy title + year

LCCN + full title + pagination

OCLC + brief title + year

OCLC + fuzzy title + year

OCLC + full title + pagination

ISBN + brief title + date

ISBN + fuzzy title + date

ISBN + full title + pagination

IncorrectISBN + full title + date

IncorrectISBN + full title + pagination

Full title + main entry + date + pagination

Full title + main entry + date + fuzzy pagination

Full title + date + publisher + pagination + [main entry]

Full title + date + publisher + fuzzy pagination + [main entry]

Full title + date + pagination + [main entry]

Full title + date + fuzzy pagination + [main entry]

Full title + date + publisher + [main entry]

LCCN + brief title

OCLC + brief title

ISSN + brief title

Full title (not in common serials list) + place of publication + country of publication + Main entry conditional

Full title (not in common serials list) + date + place of publication + main heading (conditional) + ISSN conditional

Full title (not in common serials list) + date + main entry

Full title (can be in list of common titles) + date + main entry + place of publication

Fuzzy title (not in list of common titles) + date + main entry + place of publication

Records in the Rapido Holding Index

Below is an example from a full record in the Rapido holdings index (including a Rapido offer). The **Source** of the record is Global Title Index, the owning library is not included, and the information is not available for the patrons.

The screenshot shows two acquisition options: 'Get a physical copy' (delivered in 5 days, keep for 112 days) and 'Only need a chapter?' (delivered in 24 hours by email). Below these are the details for the record: Title: 'The human age: the world shaped by us', Creator: 'Ackerman, Diane', Subject: 'Nature', 'Civilization', 'Human beings', 'Effect of human beings on', 'Human ecology', 'History', Description: 'Humans have subdued 75 percent of the land surface. We tinker with nature at every opportunity; we garden the planet with our preferred species of plants and animals, many of them invasive; and we have even altered the climate, threatening our own extinction. Yet we reckon with our own destructive capabilities in extraordinary acts of hope-filled creativity. The author explores our new reality.', Publisher: 'New York, NY: W. W. Norton & Company', Creation Date: '2014', Edition: 'First edition', and Source: 'Global Title Index' (highlighted with a red box).

Rapido Holding Index Record

Display Configuration

Hiding How to Get it from Other Locations

Rapido enables you to hide the **Get it from other locations** section from specific user groups or when a user is not logged in. To hide this section, from **Configuration > Resource Sharing > Request Forms > Hide Get It From Other Locations** select the user group(s) or check **Hide section when user is not logged in**.

The left screenshot shows the 'Show Get it from other locations' configuration. It features a 'SEND TO' section with various sharing options, a 'HOW TO GET IT' section with a 'Get it from other locations' button, and a 'TAGS' section with a 'Get a physical copy' and 'Get a digital chapter' option. The right screenshot shows the 'Hide Get it from other locations' configuration. It displays the book details for 'Chorherr Leonhard Brennwald (1750-1818): ein Zürcher schreibt Tagebuch in unruhigen Zeiten' by Sebastian Brändl, but the 'HOW TO GET IT' section is hidden, leaving only the 'TAGS' section visible.

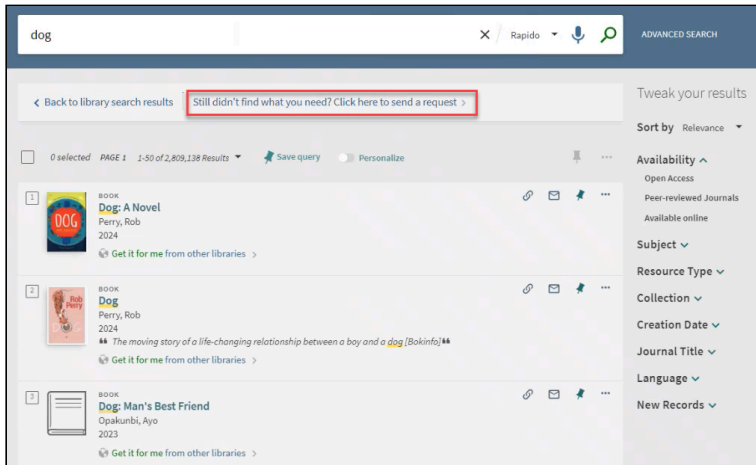
Note

This should only be used for user groups that never see an offer since it hides the section regardless of any display logic rules.

To hide the section when the display logic rules hide the service, this needs to be done using javascript customization in Primo.

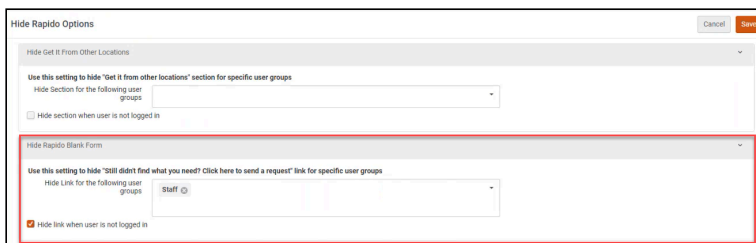
Hiding Resource Sharing Blank Form Link

You can hide the link to the blank resource sharing form.



Blank form link

When the checkbox **Hide link when user is not logged in** in ([Configuration > Resource Sharing > Request Forms > Hide Rapido Options](#)) is checked, the link to the blank resource sharing form is not visible. Additionally, this setting can be limited by user group by selecting the relevant user group from the **Hide Link for the following user groups** dropdown list.



Hide Rapido Blank Form settings

Scopes

We recommend configuring Rapido scopes ([Discovery > Display Configuration > Configure Views](#)).

There are two options for how to configure your scopes to work with Rapido.

- Configure one scope with one search profile and slot that contains your local inventory as well as the unfiltered Central Index. In this configuration, all results are retrieved in one place. There is no navigation between the library results and the Central Index results (**Expand your search** and **Back to library** results are not relevant).

Note

We recommend checking the **Do Not Retrieve Local Records from CDI** checkbox ([Configuration > Discovery > Display Configuration > Configure Views](#)) to avoid receiving duplicate results from the CDI for resources that exist locally when using a blended scope or when you do not want to return results for local resources when searching the central index.

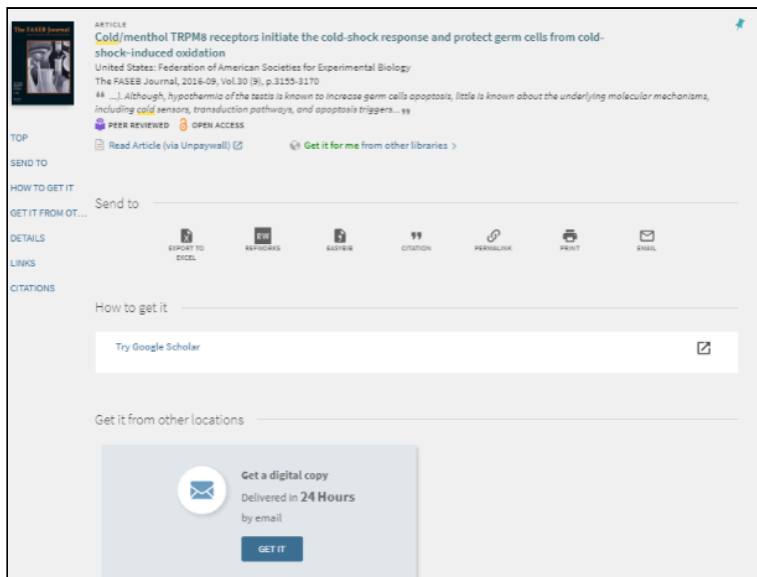
- Configure two separate search profiles, one for the local inventory which consists of the institutional repository, network repository (if relevant), and records from the central index that are available. Configure a second search profile to find everything else, i.e., records that need to be retrieved from a different institution. Configure this slot to access the Central index without filtering by availability. Rapido enables smooth navigation between the two slots with the **Expand your search** and **Back to library** links so that the patron does not need to understand what each slot really is.
-

Note

This can be configured by having one slot and two different search profiles or having two separate slots each with its own search profile.

Displaying Rapido Offers in Primo

You can configure the location of the Rapido offer on the Primo full view record, for example, to set it to be right below the How to Get It section.



The screenshot shows a Primo full view record for an article. The article title is "Cold/menthol TRPM8 receptors initiate the cold-shock response and protect germ cells from cold-shock-induced oxidation". Below the article information, there is a "HOW TO GET IT" section. Underneath this section, there is a "Get it from other locations" section. A Rapido offer is displayed, which includes a mail icon, the text "Get a digital copy Delivered in 24 Hours by email", and a "GET IT" button.

Rapido Offers

Set this in the Full Record Services section of [Discovery > View Configuration](#), by changing the location of the **rapidoOffer** row from its out-of-the-box location at the end of the section.

Code	Description			
1	searchWithInJournal	-		
2	quickAccess	Quick Access		
3	getLink1	View It/Get It		
4	rapidoOffer	Rapido Offer		
5	details	Record details		...
6	recommendations	Recommendations		
7	tags	Tags		
8	browseshelf	Browse Shelf		...
9	links	Links		...
10	citationTrailAndTime...	Citation Trail and Times Cited		...
11	moreFromTheSame	More From The Same Course/Collection		...

Records

Rapido Offers

Rapido Labels

You can configure Primo Rapido Labels ([Configuration > Discovery > Display Configuration > Labels](#)). Each new tile begins with **rapido.tiles.xxx**.

Enabled	Move Up	Move Down	Code	Description	Translation	Default Value	Updated By	Last Update
<input type="checkbox"/>	↕	↕	rapido.tiles.no.offer.after.placeholder.title	Unfortunately	Unfortunately			
<input type="checkbox"/>	↕	↕	rapido.tiles.no.offer.after.placeholder.physical	We could not find a physical	We could not find a physical			
<input type="checkbox"/>	↕	↕	rapido.tiles.no.offer.after.placeholder.digital	We could not find a digital	We could not find a digital			
<input type="checkbox"/>	↕	↕	rapido.tiles.no.offer.after.placeholder.best_line	offer at this time	offer at this time			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.best_offer_line_1	Get a physical copy	Get a physical copy			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.best_offer_line_2_first_part	Delivered in	Delivered in			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.best_offer_line_2_second_part	days	days			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.best_offer_line_3_first_part	Keep for	Keep for			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.best_offer_line_3_second_part	days	days			
<input type="checkbox"/>	↕	↕	rapido.tiles.digital.best_offer_line_4	Cost	Cost			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.best_offer_unavailable_resource	Delivery time unknown	Delivery time unknown			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.no_best_offer_line_1	Get a physical copy	Get a physical copy			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.no_best_offer_line_2	From another library	From another library			
<input type="checkbox"/>	↕	↕	rapido.tiles.physical.no_best_offer_line_3	Terms to be supplied	Terms to be supplied			
<input type="checkbox"/>	↕	↕	rapido.tiles.digital.best_offer_line_1	Get a digital copy	Get a digital copy			
<input type="checkbox"/>	↕	↕	rapido.tiles.digital.best_offer_line_2_first_part	Delivered in	Delivered in			
<input type="checkbox"/>	↕	↕	rapido.tiles.digital.best_offer_line_2_second_part	Hours	Hours			
<input type="checkbox"/>	↕	↕	rapido.tiles.digital.best_offer_line_3	by email	by email			
<input type="checkbox"/>	↕	↕	rapido.tiles.digital.no_best_offer_line_1	Get a digital copy	Get a digital copy			
<input type="checkbox"/>	↕	↕	rapido.tiles.digital.no_best_offer_line_2	From another library	From another library			

Rapido labels

Self-Registered Labels

New for April! To configure labels for self-registered users, set the search option to **Code** and type `self.registered` to view all self-registered options.

Order	Code	Description	Translation	Updated By	Last Updated
1	nu.ngs.digital.self.registered.line1	Based on the library terms	Based on the library terms	Ex Libris	02/04/2026
2	nu.ngs.physical.self.registered.line3	Based on the library terms	Based on the library terms	Ex Libris	02/04/2026
3	nu.ngs.physical.self.registered.line2	From the library	From the library	Ex Libris	02/04/2026
4	nu.ngs.digital.self.registered.line2	From the library	From the library	Ex Libris	02/04/2026
5	nu.ngs.digital.self.registered.chapter.line1	Get a digital chapter	Get a digital chapter	Ex Libris	02/04/2026
6	nu.ngs.digital.self.registered.line1	Get a digital copy	Get a digital copy	Ex Libris	02/04/2026
7	nu.ngs.physical.self.registered.line1	Get a physical copy	Get a physical copy	Ex Libris	02/04/2026
8	nu.ngs.digital.self.registered.journal.article.line1	Get an article from this journal	Get an article from this journal	Ex Libris	02/04/2026
9	nu.ngs.self.registered.title	Get it from our collection	Get it from our collection	Ex Libris	02/04/2026

Self-Registered Code Table

For more information, see [Customizing Rapido Tiles for Self-Registered Users](#).

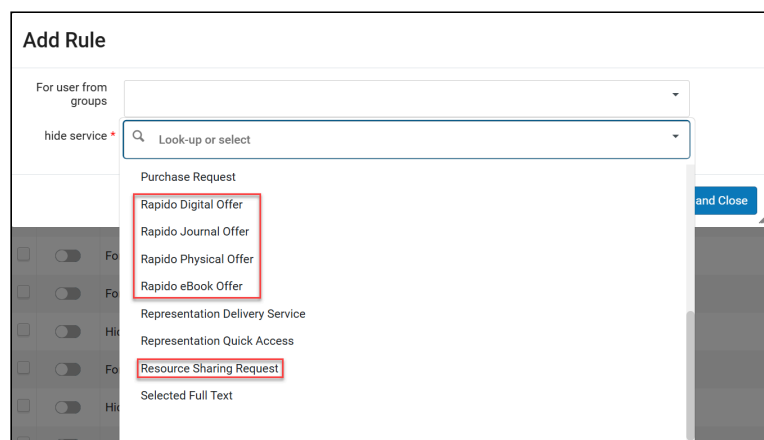
Display Logic Rules: Rapido Tiles

Rapido enables you to configure when to present resource sharing requests and when to hide them. This is done using the display logic rules under **Configuration > Fulfillment > Discovery Interface Display Logic > Display Logic Rules**. The display logic rules that influence the appearance of Rapido tiles are:

- Rapido Digital Offer
- Rapido Journal Offer
- Rapido Physical Offer
- Rapido eBook Offer
- Resource Sharing Request

Note

No Rapido offers are shown for external resources. There is no need to configure this using the display logic rules.



Hide service

Resource Sharing Request

This option is used to control the display of all Rapido tiles (physical, digital, and journal), such as in the following cases:

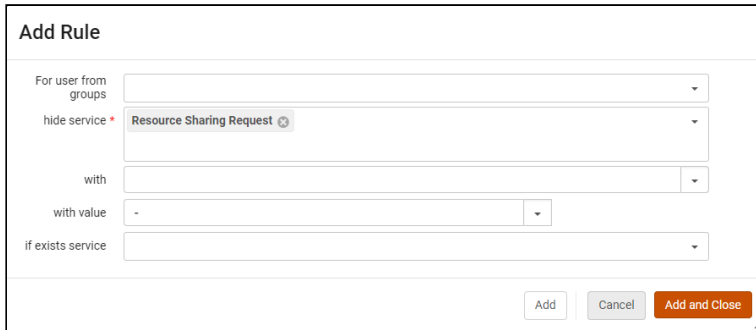
- For which users (user groups) to present resource sharing services
- Whether services should be presented if the library owns the resource
- Whether services should be presented if the library has the resource available
- Whether services should be presented if a full text service is available for the resource
- Whether services should be available when a purchase request exists for the resource
- Whether services should be presented when the representation exists in Alma
- Whether services should be presented for specific Resource types — The resource types correspond to the PrimoVE resources in the **Facet Resource Type** labels.

Note

If a rule exists that hides offers for specific user groups, the tiles are also hidden for non-logged in users.

Note

When the display logic rules restrict placing requests where no offers are available, the tile indicates that No offer available at this time.



Add Rule

For user from groups

hide service * **Resource Sharing Request**

with

with value -

if exists service

Hide service

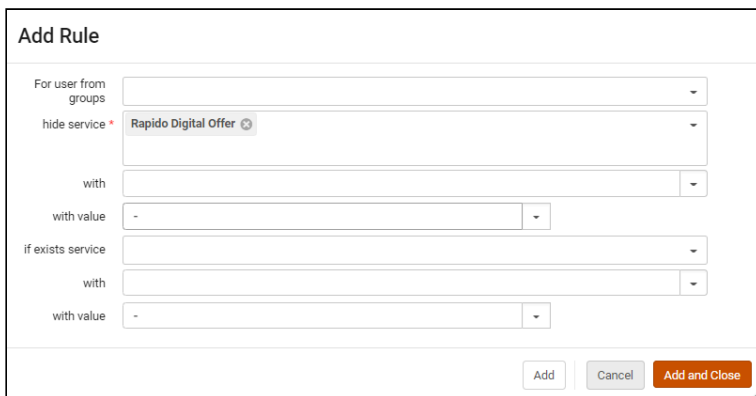
Rapido Specific Offers

The following services are specific to the type of offer:

- Rapido Digital Offer
- Rapido Journal Offer
- Rapido Physical Offer

They enable you to manipulate the display of the Rapido tiles according to specific conditions and for specific users if defined.

For example, if your institution does not offer document delivery services, you can hide the Digital Offer completely by configuring the display logic rule as in the example below. With this configuration, only physical offers appear.



Add Rule

For user from groups

hide service * **Rapido Digital Offer**

with

with value -

if exists service

with

with value -

Hide service for Rapido Digital Offers

Another example would be to hide the physical resource sharing offer if no terms are available as in the following example.

Add Rule

For user from groups

hide service *

with

with value *

if exists service

with

with value

Hide service for Rapido Digital Offers

For more information, watch [Managing the Display of Rapido Offers](#).

Hiding Rapido Offers for Link in Resource Records

Rapido enables you to hide resource sharing requests so that Rapido offers are not shown when the record has a direct link to the resource (the Link in Record method). Select **Configuration > Fulfillment > Discovery Interface Display Logic > Display Logic Rules > New > Add Rule** and **hide service** Resource Sharing Request. when Full Text is selected in **if exists service**.

Edit Rule

For user from groups

hide service *

with

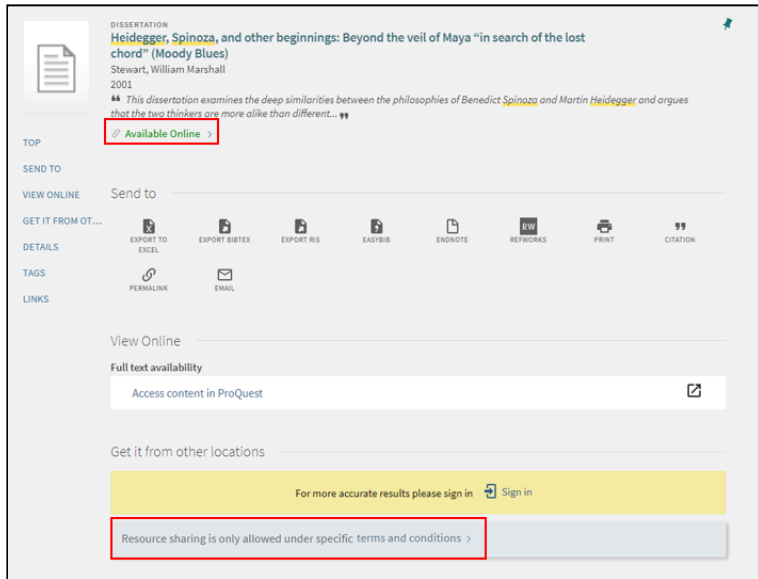
with value

if exists service

with

with value

Hide service

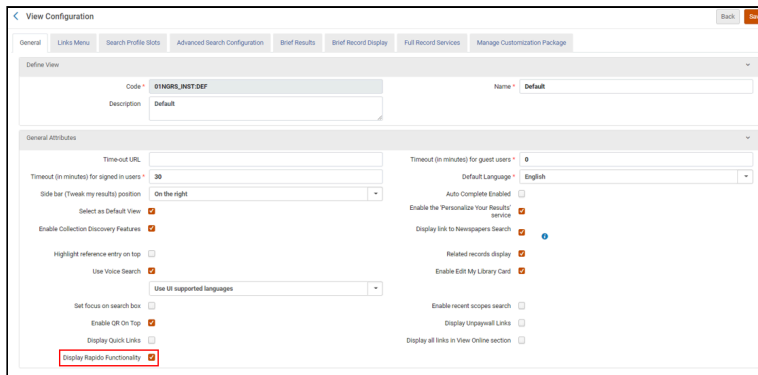


Resource sharing restrictions enabled

Display Rapido Functionality

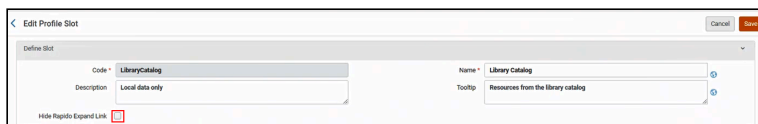
Your institution can determine which views and slots should include Rapido functionality such as the Rapido offers, the link to access resources beyond your library collection, etc.

To enable this option on a global level, select the **Display Rapido Functionality (Configuration > Discovery > Display Configuration > Configure Views > General** tab and select a view to edit) checkbox. This option is checked by default.



Discovery Configuration - Display Rapido Functionality

To hide the link to expand the central index scope from the library scope (**Didn't find what you were looking for? Click here to expand your search**), select the **Hide Rapido External Link (Configuration > Discovery > Display Configuration > Configure Views > Search Profile Slots** tab and select a profile to edit) checkbox.



Discovery Configuration - Edit Profile Slot

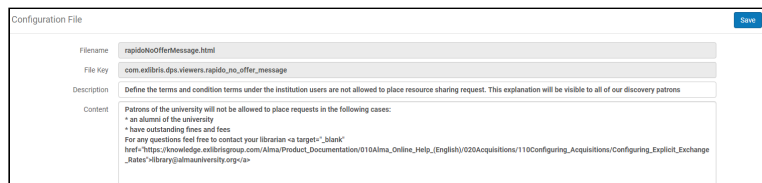
Offer Message

The No Rapido Offer Message appears every time the library decides that an offer tile should not appear. This is governed by the display logic rules.

Examples of cases where this might occur: specific user groups if the resource is available locally, and others.

Configure the offer message from **Configuration > Resource Sharing > Configuration > No Rapido Offer Message**.

Enter the text to alert users that an item is not available for borrowing.



The screenshot shows a configuration file editor with the following fields:

Configuration File	
Filename	rapidoNoOfferMessage.html
File Key	com.exlibris.dps.viewers.rapido_no_offer_message
Description	Define the terms and condition terms under the institution users are not allowed to place resource sharing request. This explanation will be visible to all of our discovery patrons
Content	Patrons of the university will not be allowed to place requests in the following cases: * an alumni of the university * have outstanding fines and fees For any questions feel free to contact your librarian via target's "blank" href="https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/01Alma_Online_Help_(English)/020Acquisitions/110Configuring_Acquisitions/Configuring_Explicit_Exchange_Rates" library@almauniversity.org/c/

Rapido Offers Configuration

Request Forms

Request forms can be customized from **Configuration > Resource Sharing > Request Forms**. You can add [copyright declarations](#), [notes to patrons](#), [customize the request form](#), or [hide the How to Get it from Other Locations](#) section of the request form.

Copyright Declaration

Use the **Configuration > Resource Sharing > Request Forms > Resource Sharing Copyright Declaration** to create the copyright declaration that is attached to the Primo request form. No declaration is mandatory on the request form if the relevant text is not configured using this link.

The following HTML tags are supported:

- Common Block Elements: <p>, <div>, <h1>, <h2>, <h3>, <h4>, <h5>, <h6>, , , , <blockquote>,
- Table elements: <tr>, <td>, <th>, <colgroup>, <caption>, <col>, <thead>, <tbody>, <tfoot>
- LINKS: adding href to <a> elements
- Common Inline Formatting Elements: , <i>, , <s>, <u>, <o>, <sup>, <sub>, <ins>, , , <strike>, <tt>, <code>, <big>, <small>,
, ,
- IMAGES:

Note to Patron

Use the **Configuration > Resource Sharing > Request Forms > Note to Patron** to include notes to patrons when placing their requests in the request forms.

Edit the Configuration Files for notes for physical requests and notes for digital requests.

Customized	Filename	Description	Updated by	Update Date
1	discoveryPhysicalRequestMessage.html	define the info message the institution would like to present in Rapido physical request form	-	-
2	discoveryOrganizationSelfRegistrationMessage...	define the info message the institution would like to present in Rapido organization self-regis...	-	-
3	discoveryIndividualSelfRegistrationMessage.html	define the info message the institution would like to present in Rapido individual self-regis...	-	-
4	discoveryElectronicRequestMessage.html	define the info message the institution would like to present in Rapido electronic request form	ext_impl	23/09/2024
5	discoveryDigitalRequestMessage.html	define the info message the institution would like to present in Rapido digital request form	ext_impl	23/09/2024

Configured notes

Add your note text.

Configuration File

Filename:

File Key:

Description:

Content:

```
--en--
If your request is urgent, add the word "Rush" to your note
--fr--
J'accepte de payer le coût minimum de 8€ pour la commande du document dans une autre institution.
```

Note configuration

Your note appears at the top of the request form.

Request Form

If your request is urgent, add the word "Rush" to your note

if a physical copy is unavailable, would you like a digital version?

Request Form

The following HTML tags are supported:

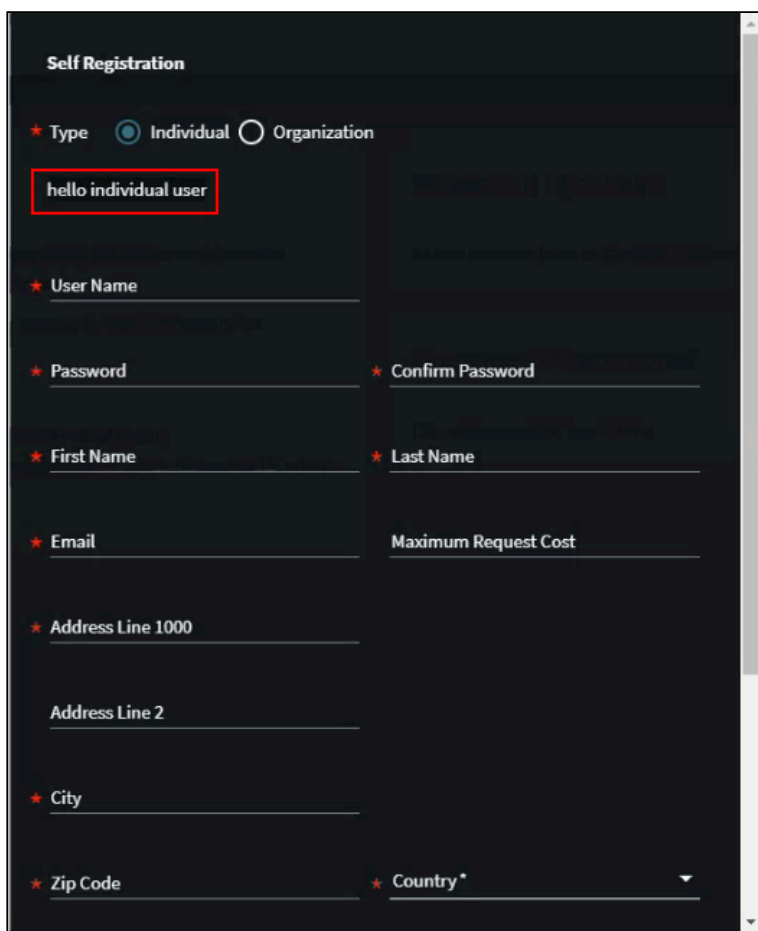
- Common Block Elements: <p>, <div>, <h1>, <h2>, <h3>, <h4>, <h5>, <h6>, , , , <blockquote>
- Table elements: <tr>, <td>, <th>, <colgroup>, <caption>, <col>, <thead>, <tbody>, <tfoot>
- LINKS: adding href to <a> elements
- Common Inline Formatting Elements: , <i>, , <s>, <u>, <o>, <sup>, <sub>, <ins>, , , <strike>, <tt>, <code>, <big>, <small>,
, ,
- IMAGES:

Configuring Messages to Users

When a note is configured on the `discoveryOrganizationSelfRegistrationMessage.html` or `discoveryIndividualSelfRegistrationMessage.html` ([Configuration > Resource Sharing > Request Forms > Note to Patron](#)) files, you can include a note to the patron on the Self Registration form for individuals or organizations.

Note

Multiple languages are supported for the message.



Note to patron

Customizing the Request Form

Rapido Form Fields

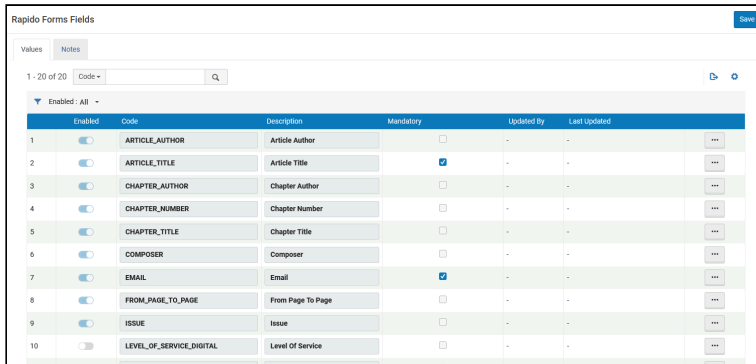
Library staff can configure the Rapido form ([Configuration > Resource Sharing > Request Forms > Rapido Request Forms Customization](#)) by enabling or disabling any of the fields. Additionally, fields can be marked as **Mandatory**.

Note

Article Title, **Pickup Institution**, **Pickup Location**, and **Email** remain mandatory fields and cannot be configured.

Note

For book chapter requests, the **Chapter Number** or **From Page/To Page** fields are mandatory regardless of configuration.



Enabled	Code	Description	Mandatory	Updated by	Last updated
<input type="checkbox"/>	ARTICLE_AUTHOR	Article Author	<input type="checkbox"/>	-	-
<input checked="" type="checkbox"/>	ARTICLE_TITLE	Article Title	<input checked="" type="checkbox"/>	-	-
<input type="checkbox"/>	CHAPTER_AUTHOR	Chapter Author	<input type="checkbox"/>	-	-
<input type="checkbox"/>	CHAPTER_NUMBER	Chapter Number	<input type="checkbox"/>	-	-
<input type="checkbox"/>	CHAPTER_TITLE	Chapter Title	<input type="checkbox"/>	-	-
<input type="checkbox"/>	COMPOSER	Composer	<input type="checkbox"/>	-	-
<input checked="" type="checkbox"/>	EMAIL	Email	<input checked="" type="checkbox"/>	-	-
<input type="checkbox"/>	FROM_PAGE_TO_PAGE	From Page To Page	<input type="checkbox"/>	-	-
<input type="checkbox"/>	ISSUE	Issue	<input type="checkbox"/>	-	-
<input type="checkbox"/>	LEVEL_OF_SERVICE_DIGITAL	Level Of Service	<input type="checkbox"/>	-	-


Request form table

Configuring the Additional Information Field on Request Forms

New for April! An optional **Additional Information** dropdown is available in the digital request forms for Primo VE and NDE. Borrowers can select predefined notes, which are then included in the request metadata and passed to the lender.

To configure the **Additional Information** dropdown:

1. Go to **Configuration > Resource Sharing > Patron Additional Information**.
2. Select the **Add Row** option, then configure the new code table to your preferences.



Enabled	Code	Description	translation	Default Value	Updated by	Last updated
<input checked="" type="checkbox"/>	TOC	Table of Contents	Table of Contents	<input type="radio"/>	est_lmpj	09/03/2026
<input checked="" type="checkbox"/>	Index	Index	Index	<input type="radio"/>	est_lmpj	09/03/2026
<input checked="" type="checkbox"/>	Reference Pages	Reference Pages	Reference Pages	<input type="radio"/>	est_lmpj	09/03/2026
<input checked="" type="checkbox"/>	All	TOC, Index, References	TOC, Index, References	<input type="radio"/>	est_lmpj	09/03/2026

Patron Additional Information

Blank Forms

The **Additional Information** dropdown field for **Blank Forms** in **Primo VE** is visible only when the request format is **Digital** or **Photocopy**, and the code table is configured.

Format Physical Digital Photocopy

Email
test@exlibrisgroup.com

Not needed after

* Pickup Date

Comment

Maximum fee:(USD)

Additional information

You must read and acknowledge the following statement before submitting your request.

* I hereby agree to pay the minimum fee of 8€ to get this item delivered by a partner institution. In case of a higher fee, the library will inform me and the item will only be ordered with my consent.

RESET FORM

Primo VE Blank Form Additional Information

The **Additional Information** field for Blank Forms in **Primo NDE** is visible only when the request format is **Digital** or **Photocopy** and the new code table is configured.

Note

The **Additional Information** field is added to both **Book** and **Article** forms when the format is digital.

RESOURCE SHARING REQUEST

Blank Form Description Accessed via Discovery/Labels

Citation type Book Article Physical Digital Photocopy

I only need a specific chapter or pages

Title *

Author

Edition

ISBN

DCLC Number

Publisher

Publication year

Pages

From library
Resource Sharing Library

Email
test@exlibrisgroup.com

Pickup Date *

Comment

Maximum fee:(USD)

Additional information

You must read and acknowledge the following statement before submitting your request.

I hereby agree to pay the minimum fee of 8€ to get this item delivered by a partner institution. In case of a higher fee, the library will inform me and the item will only be ordered with my consent.

Reset Form Send Request

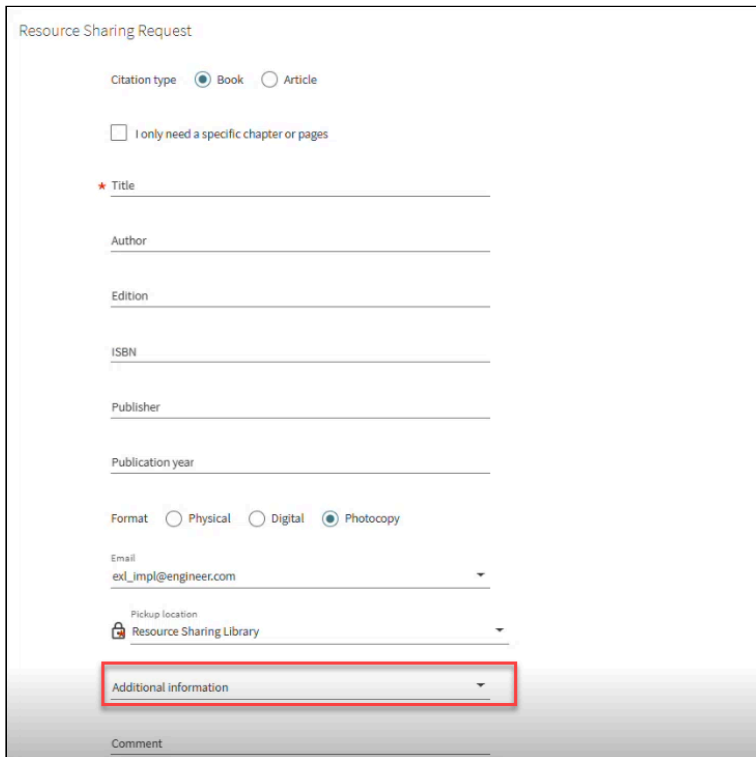
Primo NDE Blank Form Additional Information

Resource-Sharing Request Forms

The **Additional Information** field for Resource-Sharing Request Forms in **PrimoVE** is visible only when the request format is **Digital** and the new code table is configured.

Note

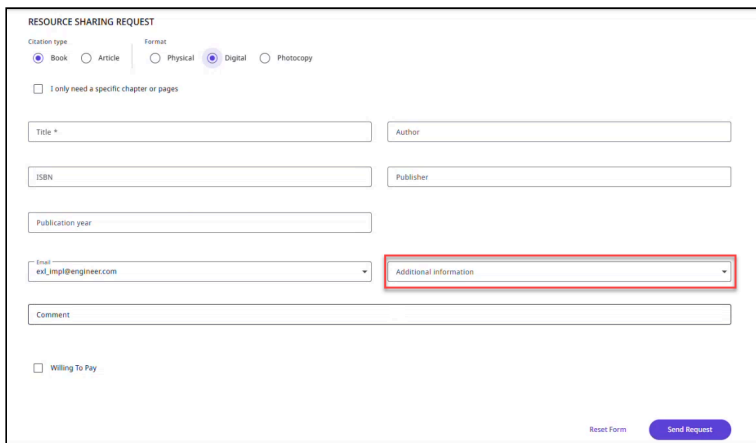
The **Additional Information** field is added to both **Book** and **Article** forms when the format is digital.



The screenshot shows a 'Resource Sharing Request' form. At the top, there are radio buttons for 'Citation type' with 'Book' selected and 'Article' unselected. Below this is a checkbox for 'I only need a specific chapter or pages'. The form contains several text input fields: 'Title', 'Author', 'Edition', 'ISBN', 'Publisher', and 'Publication year'. There are also radio buttons for 'Format' with 'Physical', 'Digital', and 'Photocopy' options, where 'Photocopy' is selected. An 'Email' dropdown menu shows 'ext_impl@engineer.com'. A 'Pickup location' dropdown menu shows 'Resource Sharing Library'. The 'Additional information' dropdown menu is highlighted with a red box. At the bottom, there is a 'Comment' field.

Resource Sharing Request PrimoVE Additional Information

The **Additional Information** field for the Resource-Sharing Request Forms in **Primo NDE** is visible only when the request format is **Digital** and the code table is configured.



The screenshot shows a 'RESOURCE SHARING REQUEST' form. At the top, there are radio buttons for 'Citation type' with 'Book' selected and 'Article' unselected. To the right, there are radio buttons for 'Format' with 'Physical', 'Digital', and 'Photocopy' options, where 'Digital' is selected. Below this is a checkbox for 'I only need a specific chapter or pages'. The form contains several text input fields: 'Title *', 'Author', 'ISBN', 'Publisher', and 'Publication year'. There are also dropdown menus for 'Email' (showing 'ext_impl@engineer.com') and 'Additional information', which is highlighted with a red box. At the bottom, there is a 'Comment' field and a 'Willing To Pay' checkbox. At the very bottom right, there are 'Reset Form' and 'Send Request' buttons.

RS Request Primo NDE Additional Information field

Rapido Digital Request Forms

Request Digital Version

Note the Interlibrary Loan Code for the United States
Check before requesting

Email
* Use different email

Different Email
*

Chapter Title
Chapter Title Response

Chapter Author

Chapter Number
* Chapter Number Respons Volume

From Page To Page

Level Of Service

Additional Information

Rapido Digital Request Form PrimoVE Additional Information

The screenshot shows a mobile application interface for requesting a digital version of a book. The background displays the book details for 'Unicorns' by Huneke, James, published in 2025. The 'REQUEST DIGITAL VERSION' form is overlaid on the screen. The form includes fields for Email (test@exlibrisgroup.com), Chapter Title (Title of 1st Chapter), Chapter Author, Chapter Number (1), Volume, From Page, To Page, Level Of Service, and an 'Additional Information' dropdown menu. The dropdown menu is open, showing options: Index, Reference Pages, Table of Contents, and TOC, Index, References. The 'Additional Information' field and its dropdown menu are highlighted with a red rectangle.

Rapido Digital Request Form Primo NDE Additional Information

Blank Forms

Introduction

The following table lists the mapping tables that enable you to customize the various request forms:

Request Configuration Mapping Tables

Link in Rapido	Request Form
Resource Sharing Request	<p>Resource Sharing Form Customization – This page contains the following sections, which enable you to configure various aspects of the Resource Sharing Request form:</p> <ul style="list-style-type: none">• Resource sharing request fields — This section configures the general fields for book and article requests. This section enables you to specify the order of fields, show/hide fields, and indicate which fields users must populate.• Book request — This section configures the fields associated with book requests. This section enables you to specify the order of fields, show/hide fields, and indicate which fields users must populate.• Article request — This section configures the fields associated with article requests. This section enables you to specify the order of fields, show/hide fields, and indicate which fields users must populate.• Delivery fields – This section configures the fields associated with the delivery of the book or article. It enables you to specify the order of fields, show/hide fields, and indicate which fields users must populate. In addition, some of the fields enable you to specify a default, which may be useful when hiding a field. Institutions can choose to hide the Pickup Location field when users select the Digital format on the Resource Sharing Request Form and on the Blank Request Form. This behavior is controlled by the customer parameter <code>rs_hide_pickup_location_for_digital</code> in Configuration > Fulfillment > General > Other Settings. When the parameter is set to <code>true</code>, the Pickup Location field does not appear for digital requests. Additionally, the <code>rs_default_pickup_location_when_hide</code> parameter sets the pickup location automatically when the field is hidden. <p>The Copyrights field enables the Copyrights dialog box that appears after a user submits a resource sharing request. The following mapping codes are associated with the labels in the Copyrights dialog box: <code>AlmaResourceSharing.copyright.title</code>, <code>AlmaResourceSharing.copyright.message</code>, <code>AlmaResourceSharing.cancel</code>, and <code>AlmaResource.agree</code>.</p> <p>The Resource Sharing Labels code table (see Configuring Display Labels for Primo VE) enables you to modify the labels that appear on the Resource Sharing Request form and the Copyrights dialog box.</p>

Configuring Resource Sharing Blank Request Forms

For resource sharing requests, you can decide which fields to display to the end users, indicate whether a field is required, and provide a default value for some fields.

To configure the Resource Sharing Request form:

1. On the Resource Sharing Request Form page ([Configuration > Discovery > GetIt Configuration > Resource Sharing Request](#)), select **Customize** to enable the form to be customized. You only need to do this the first time.
2. In the **Resource sharing request fields** section, select the following fields for each of the general request fields:
 - **Mandatory** – Select this checkbox if the user must specify this field on the request form.
 - **Visible** – Select this checkbox if you want this field to appear on the form.
3. In the **Book request** section, select the following fields for each of the book-related fields:

- **Mandatory** – Select this checkbox if the user must specify this field on the request form.
 - **Visible** – Select this checkbox if you want this field to appear on the form.
4. In the **Article request** section, select the following fields for each of the article-related fields:
- **Mandatory** – Select this checkbox if the user must specify this field on the request form.
 - **Visible** – Select this checkbox if you want this field to appear on the form.
5. In the **Delivery fields** section, select the following fields for each of the delivery-related fields:
- **Mandatory** – Select this checkbox if the user must specify this field on the request form.
 - **Visible** – Select this checkbox if you want this field to appear on the form.
 - **Default** – Specify a default value for the field if necessary. An empty field indicates that there is no default value for the field. Note that this field is not applicable to all fields.
6. Select **Save** to save your changes to the mapping table.

Book Chapter Requests

Out-of-the-box, book chapter and specific page range requests require users to select the digital fulfillment option to let the library staff know that this is not a request for the entire book from the lending library. If the **Specific Chapter or Pages** field is enabled and users select the **I only need a specific chapter or pages** checkbox, the **Digital** option is automatically selected in the **Format** field, and the **Chapter** and **Pages** fields are visible to enable users to specify the pages or chapter needed for digitization.

Blank Request.

Specify Chapter Information

Adding Autofill for Blank Resource Sharing Requests

When requesting articles with a blank Resource Sharing Request Form, users can automatically fill in the following fields based on a specified DOI or PMID: Article Title, Journal Title, Author, Volume, Issue, ISSN, Pages, Start Page, End Page, and Publication Year.

If this functionality is enabled, the Discovery system displays an **Auto fill** button next to the DOI and PMID fields (if visible). Selecting the **Auto fill** button automatically populates the fields associated with that DOI or PMID. If the field is already populated, it is not overwritten by the autofill action.

Resource Sharing Request

Request type Book Journal

* Journal title

Article title

Author


ISSN


Volume

Issue

Publication year

Pages

DOI  Auto fill


PMID  Auto fill


Source

Format Physical Digital Photocopy (Not Used)

Email

Note to library

 RESET FORM

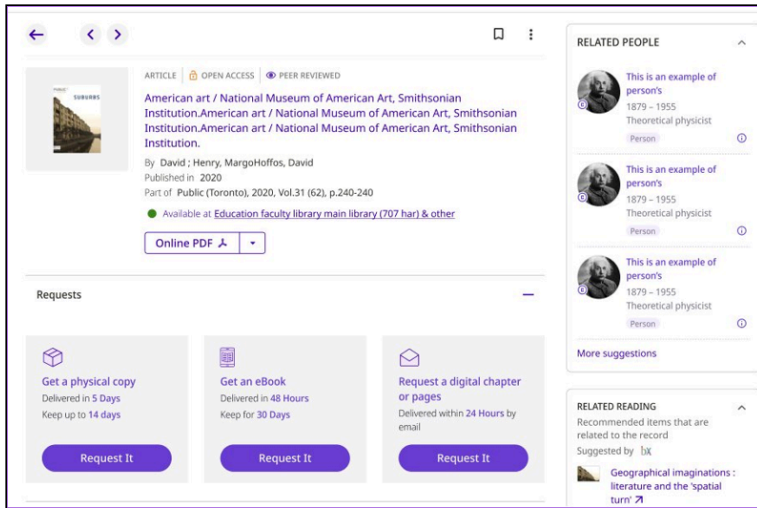
 SEND REQUEST

Resource Sharing Request Form with Autofill Capability Enabled

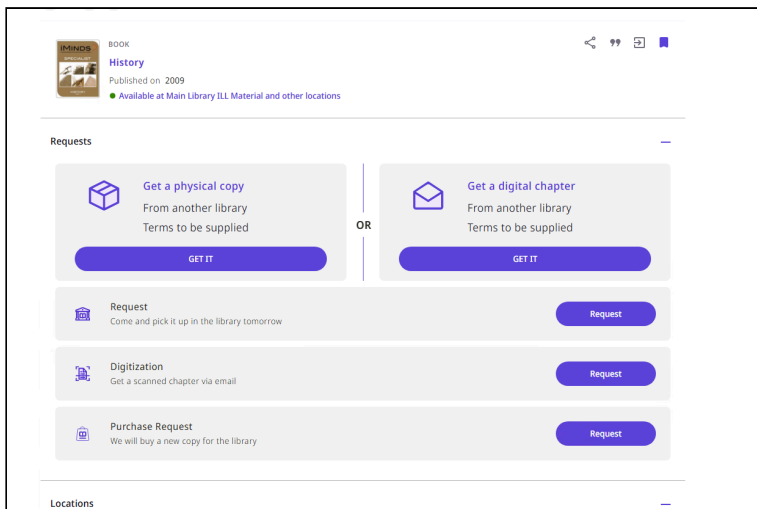
This functionality requires the Augmentation integration profile ([Configuration Menu > General > External Systems > Integration Profiles](#)) to be configured. In addition, you must enable the following field pairs in the Discovery configuration to make the buttons visible on the form: **DOI / DOI Auto Fill** and **PMID / PMID Auto Fill**.

Rapido Next Discovery Experience

The NDE was designed with a focus on simplified workflows, incorporating valuable ideas raised by the community, and providing expanded configuration options. NDE is available for libraries using Rapido. The request visibility in the NDE provides a more consistent user experience with the Rapido offers and the local request options.



NDE view known Rapido offers



NDE view with local request options and no known Rapido offers

Note

When **Digital** format is selected, the **Pickup location** field is hidden. To set a default pickup location, configure the `rs_default_pickup_location_when_hide` parameter in **Configuration > Fulfillment > General > Other Settings**.

Articles magic

RESOURCE SHARING REQUEST

Citation type: Book Article Physical Digital Photocopy

Title * Author

ISBN Publisher

Publication year

Pickup location *

Comment

Willing To Pay

NDE request form

Rapidotitle202504110821 / Chapter: Rapido

ILL Sent

Author_11040821806

Resource: Book Chapter (Digital)

Request Id: 46KTH0020626

Pages: 1 - 70

The maximum number of views of the resource is: 2

Current number of views: 1

Download expiry: 05/11/2025

Requested 04/11/2025

In process by lender 04/11/2025

Shipped 04/11/2025

Sent 04/11/2025

NDE patron card

Hide Get It From Other Locations

For libraries that have enabled the Next Discovery Experience, there is the option to enable **Hide Get It From Other Locations** feature.

To enable it:

1. Go to **Configuration > Resource Sharing > Request Forms > Hide Rapido Options**.
2. Check the **For NDE only: Hide section when No Rapido offer is displayed because of display logic rules** option and select **Save**.

This selection, in combination with a display logic rule **hide service**, completely hides the **Get It From Other Locations** section.

Hide Rapido Options

Hide Get It From Other Locations

Use this setting to hide "Get it from other locations" section for specific user groups

Hide Section for the following user groups

Hide section when user is not logged in

For NDE only: Hide section when No Rapido offer is displayed because of display logic rules

Hide Rapido Options