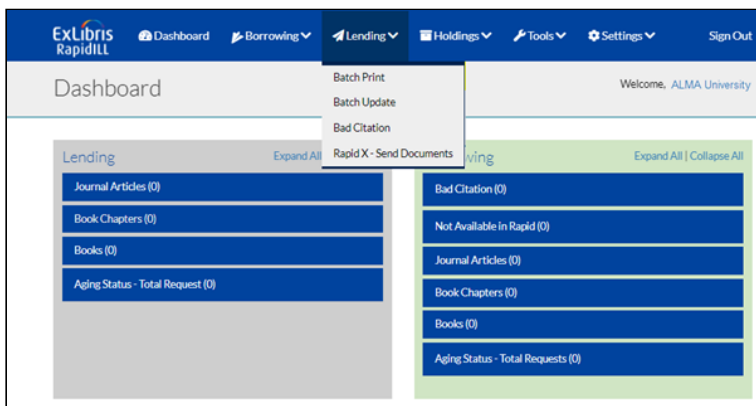


Lending Actions

This page describes Lending Actions for for RapidLL. For information on RapidLL Tools including Statistics see [RapidLL Tools](#).

Lending Actions

Rapid libraries that do not import their Rapid lending requests into their local ILL management system can use the Rapid web page to update their requests. This menu appears when you click the Lending drop-down menu at the top of the page.

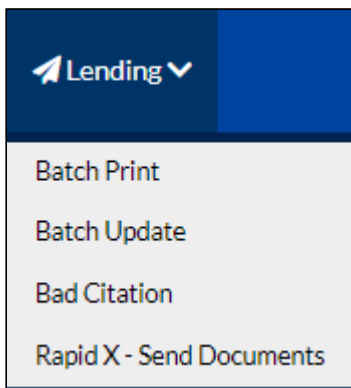


Lending Drop-Down Menu

For more information on Lending Actions, watch the [Lending Overview video](#). (3:58 min)

Lending specific actions (such as **Batch Print**, **Batch Update**, and **Bad Citation**) are displayed under the **Lending Actions** header.

For more information on Borrowing, watch [Borrowing Overview](#). (4:30 min)



Borrowing Drop-Down Menu

Batch Print

Selecting **Batch Print** on the left-hand toolbar displays the Main Menu screen. For more information, see the [New Request-Batch Print](#) section.

Batch Update

You can update Rapid requests using the following options:

- **Filled** – used for articles that you have scanned and delivered.
- **Unfilled** – used for articles that you cannot supply.
- **Re-filled** – used for materials that must be re-sent.

To update requests:

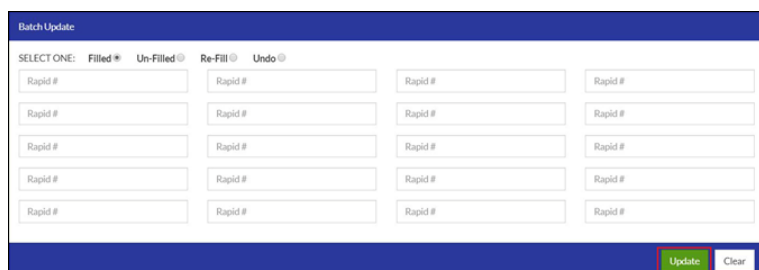
1. Select **Batch Update**.
2. Select the **Filled**, **Un-Filled**, or **Re-Fill** radio button next to the label. You can select only one radio button at a time.



The screenshot shows the 'Batch Update' interface. At the top, there is a blue header with the text 'Batch Update'. Below the header, there is a section labeled 'SELECT ONE:' with four radio buttons: 'Filled', 'Un-Filled', 'Re-Fill', and 'Undo'. The 'Filled' radio button is selected and highlighted with a red box. Below this section, there are five rows of input fields, each labeled 'Rapid #'. At the bottom right of the interface, there are two buttons: 'Update' (green) and 'Clear' (white).

Batch Update Options

3. Enter the Rapid request numbers. The Rapid request numbers are barcoded for easy and accurate updating. Using a barcode scanner eliminates keystroke errors and streamlines your workflow. You do not need to use the "-" (negative symbol) at the beginning of the barcode when making updates.
4. Program the barcode scanner to automatically “return” to instantly move you to the next empty box when making updates. If you are entering the request numbers manually, press the **Enter** key to move to the next box. You can update a maximum of twenty records in batch at a time.
5. Click **Update**.



The screenshot shows the 'Batch Update' interface. At the top, there is a blue header with the text 'Batch Update'. Below the header, there is a section labeled 'SELECT ONE:' with four radio buttons: 'Filled', 'Un-Filled', 'Re-Fill', and 'Undo'. The 'Un-Filled' radio button is selected and highlighted with a red box. Below this section, there are five rows of input fields, each labeled 'Rapid #'. At the bottom right of the interface, there are two buttons: 'Update' (green) and 'Clear' (white).

Update Button

Requests that have been updated correctly display a green checkmark.

A red **X** indicates an update error and includes a message with an error description. Update errors can have several causes. It is recommended to first check that the request number has been typed correctly. Other causes for a red **X** can be that the borrower has canceled or deleted a request, the request has already been updated, or that the request has moved on to the next lending library.

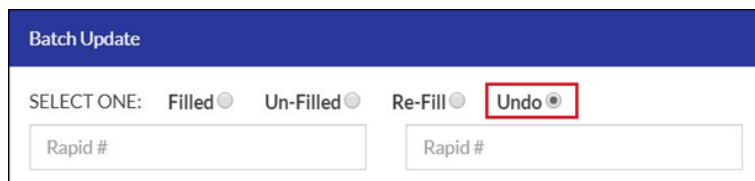
You can clear the fields to continue updating by selecting **Clear**. Note that the Filled, Unfilled, or Re-fill option must be selected.

Undoing an Update

If you update a request incorrectly, such as updating it to filled instead of unfilled, or vice-versa, you can change the request status:

To undo an update:

1. Select **Undo**.



The screenshot shows a 'Batch Update' interface. At the top is a blue header with the text 'Batch Update'. Below the header, there is a 'SELECT ONE:' label followed by four radio button options: 'Filled', 'Un-Filled', 'Re-Fill', and 'Undo'. The 'Undo' option is selected and highlighted with a red rectangular box. Below the radio buttons are two input fields, each labeled 'Rapid #', with a small 'x' icon in the top right corner of each field.

Undoing an Update

2. Enter the Rapid request number you want to correct and click **Update**.
3. Update the request correctly.

Note

- You can only undo a request if the next lender has not printed it yet.
- A request can only be undone up to four hours after being made.

Bad Citations

Rapid's Bad Citation function is used when a lender must inform the borrowing library that a citation to a requested article is incorrect.

For more information, watch [Not Available in Rapid & Bad Citation](#). (4:00 min)

Lenders should follow these guidelines when sending a bad citation:

- Bad citations must be sent only for issues that the borrower can fix, such as page numbers not included in the cited volume, or a mismatch between the citation's year and volume. Bad citations must not be sent if the material requested has already been sent to the bindery, or if the material cannot be found on the shelf, which the borrower cannot fix. RapidILL does not use **reasons for no**.

- An exception to the rule above is if the article requested is too long to copy. If the material is very long and the material can be loaned, a bad citation can be sent describing the reason.
- Bad citation messages should be helpful. For example, writing “This year and volume do not match” is better than a general description “Not as cited.” It is important to include as many pertinent details as possible describing why the request is being returned as a bad citation.

To send a bad citation:

1. Select **Bad Citation**.
2. Enter the Rapid request number in the **Rapid #** box.
3. In the **Comments:** box, enter the information describing why the citation is incorrect. The comment must be at least six characters long.
4. Select **Submit**.

Bad Citation Form

5. When a bad citation is sent, the lender’s clock stops.
6. If the borrowing library corrects or resubmits the request, it may or may not come back to the library because Rapid’s dynamic routing chooses the current lender at that time.

Status Check

Use the Status Check function to find a Rapid request number or to check the status of a request in progress. Status Check gives a complete history of a Rapid request down to the date and minute.

For more information, watch the [Status Check video](#). (3:00 min)

Select **Status Check** from the **Tools** drop menu. In this example, a search for Title “University of Pennsylvania journal of constitutional law” is performed.

Enter Search Criteria

Rapid # Today Only Type of Request

Title

Cross Reference

Patron Id Patron Name

Status Check Form

Results are returned for any request with title "University of Pennsylvania journal of constitutional law" for which my library is the borrower or the lender. From the screenshot below, you can see that the Status Check function gives a complete history of the request down to the date and minute. In addition, the Rapid request number is clearly visible.

RAPID Request Results

Results were filtered. We have excluded results where you were neither the borrower or lender.

1 **Rapid #: -21224022** **RapidX Upload**



Status	Rapid Code	Branch Name	Start Date
New	ALMAUNIVMain Library		09/06/2023 05:12 AM
Pending	OPENUNIVMain Library		09/06/2023 05:12 AM
Batch Not Printed	OPENUNIVMain Library		09/06/2023 05:12 AM
Uploaded via RapidX	OPENUNIVMain Library		09/06/2023 05:14 AM
Filled via RapidX	OPENUNIVMain Library		09/06/2023 05:16 AM

CALL #: [https://na02.primo.exlibrisgroup.com/discovery/openurl?insti ...](https://na02.primo.exlibrisgroup.com/discovery/openurl?insti...)

LOCATION: **OPENUNIV (Open Univ) :: Main Library :: Free E- Journals**

RAPIDX [View Document](#)

DOCUMENT:

REQUEST TYPE: Article CC:CCL

JOURNAL TITLE: University of Pennsylvania Journal of constitutional law

USER JOURNAL: Journal of Constitutional Law

TITLE:

OPENUNIV: University of Pennsylvania Journal of constitutional law

CATALOG TITLE:

ARTICLE TITLE: The Religious Freedom Restoration Act is Unconstitutional, Period