Rapido Implementation  
Rapido Prerequisites

To start working with Rapido there are some configurations you need to make. Lets take a quick look, before diving into each of the different configurations at the Rapido member and the entities we’re about to configure. First, your library should be configured as a Resource sharing library, with temporary borrowing and lending locations, an updated calendar and addresses. Your library must have a circulation desk, and relationships with other branches of your institution where you decide whether to support supply from and deliver to requests. Your RS library must have a fulfillment unit attached to the borrowing and lending Temp locations and terms of use to support the borrowing and lending processes. In this video we will see where each of these entities is configured on your way to becoming a Rapido member.

Note, that the Rapido member configurations your about to see will support physical resource sharing. Digital Resource sharing require additional configurations. For more details about the digital resource sharing configuration watch the Digital prerequisites video**.**

The first decision is which of your libraries will serve as a resource sharing library. Note, that Rapido creates an out of the box Resource sharing Library, which you can work with or change if you like. The resource sharing library is the actual unit that does the borrowing and lending in Rapido, it will then set in Rapido as a member which is the entity that added to different pods.

Go to Configuration, from the list of libraries in the drop-down box Choose your resource sharing library. Then go to Fulfillment > Library Management > Library Details. Within the Summary tab, under Resource Sharing Information check the Is resource sharing library checkbox. Then enter your ISO symbol – this is a unique symbol that will represent your institution, for example, you can use your OCLC symbol.

Under the BORROWING SETUP choose a temporary location from the Default Location drop down. This location will be used for the items that are being received. Do the same in the LENDING SETUP, Default location, that is where the items that you are lending will move to. Note, that Rapido create out of the box temp locations, but if you’ve set up a new resource sharing library with new Resource sharing temp locations, choose them here.

In the next tab, Contact Information, under addresses, choose one of your addresses as a Shipping address – this would be your physical address. From the physical address actions list, choose Edit, and in the Address Types check the Shipping checkbox. And Save. Scroll down, and under the Email Addresses, make sure you have an updated email address. And Save.

These are the addresses other institutions will see under your Rapido member card in case they would like to contact you.

In the next tab, Calendar Management, update your opening hours so that Rapido can calculate the loan duration and the due date of the item.

If you have more libraries in your institution and you want to supply items from those libraries to your resource sharing library, you need to configure the Relationships between them. Go to Fulfillment > Library Management > Relationships. You need to add the Supply from and Deliver To relationships for each library. Your default configuration shows that you can deliver material to all other libraries in your institution, and they can supply material to you.

If one of your libraries cannot provide or receive the service, you need to Add Relation, choose the library and select the service they will provide. In this example, you can deliver items to the Physics library, but they will not supply you with their items.

To allow patrons to place borrowing requests, to loan items and for your Resource sharing library to lend items to other institutions you need to configure your terms of use. In the scope of your Resource Sharing Library, go to Fulfillment > Physical Fulfillment > Fulfillment Units. This is the list of fulfillment units. Out of the box, Rapido will create a Resource Sharing fulfillment Unit. If you set up a new Resource Sharing Library, use the library level fulfillment unit that was created. To learn about fulfillment units and how to create them, search for Fulfillment Units in the Knowledge Center. From the Resource sharing library Fulfillment unit, choose Edit. Within the Fulfillment Unis Locations tab, the temporary location should be attached to the Fulfillment unit. If you set up a new resource sharing library with new Temporary locations, attach them to the fulfillment units here. Within the Fulfillment Unit Rules tab, choose the Rule Type you want to configure. Let’s start with the Borrowing Resource Sharing. Here you determine to which user groups you’re allowing to submit borrowing requests. You can create your own rules or use and configure the default out of the box rule. Do the same with Lending Resource Sharing – what are the rules that apply on libraries that are not part of your Rapido Pods. Again, you can use and configure the default out of the box rule here too. And last is the Loan rules – to which user groups you allow to loan items and in what conditions.

Note, when your library management system is Alma, loan rules are needed, but if your library management system is not Alma, there’s no need to configure the loan rules, instead, the rules from your ILS will apply.

These were the prerequisites you need to configure in order to start working on Rapido.

Thanks for watching!