# Lending Off Times

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This video is an overview of the Lending Off Times page. This information is for any Rapid library whether you are using the Rapid web page for your lending processing or importing your lending requests into another platform for management.

The Lending Off Times page allows you to schedule your Rapid lending to be offline. This functionality can be used when your library is closed or at other times that you are unable to manage lending requests.

You can navigate to the Lending Off page by going to Settings > Lending Off Times.

We see that the page provides a few rules for scheduling Lending Off events:

* 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

Because you can schedule your events up to one year in advance, a good practice is to create a set of Lending Off Times events when you receive your academic calendar or library closure dates for the upcoming year. It is common for libraries to schedule events in advance for holidays and over academic breaks when the library is closed.

I should also emphasize that these events do not affect your Rapid borrowing, which will continue to be active while your lending is offline.

Let’s schedule an event by clicking the Add New Time button. We are now able to set on Off time and Back On time. Let’s say our library is going to be closed this Thursday. I’m going to schedule my off time to start Wednesday at 3pm. It is important to give yourself time to finish any active lending request when you're creating these events. Since I’ve set this event to start at 3pm, I should be able to finish my active lending requests before I leave work at 5pm. Then I’ll then set my Back On time for Friday morning. You also have the option to add a note. By default, creating an event will schedule all lending to be offline, but you can choose to only shut off a specific request format. For example, I can choose to only shut off requests for Print Scans, which will allow me to continue to receive requests for materials for my Electronic collections. For this demonstration, I will go with the default, which means I won’t receive any lending requests at all during the event.

Now that the event is scheduled, I know that I won’t receive a new Rapid lending request between the Off time and the Back On time. I can edit the event if I need to by clicking the pencil icon on the right. Or I can delete the event altogether by clicking the trash icon. I am also able to create additional events by clicking the Add New Time button. At the bottom of the page I can view my Previous Lending Off Times events going back one year.

The Lending Off Times events are helpful for specific start and end dates where you know you will not be able to fill lending requests. However, there can be times when you need your lending offline, but don’t know when you’ll be able to start to process lending requests again. In this scenario, please reach out to the RapidILL Support Team, and we can manually shut your lending off and then re-enable it when you let us know that you are ready to process lending requests again.

Please contact RapidILL Support if you have any questions on scheduling or managing these events.

Thanks for watching!