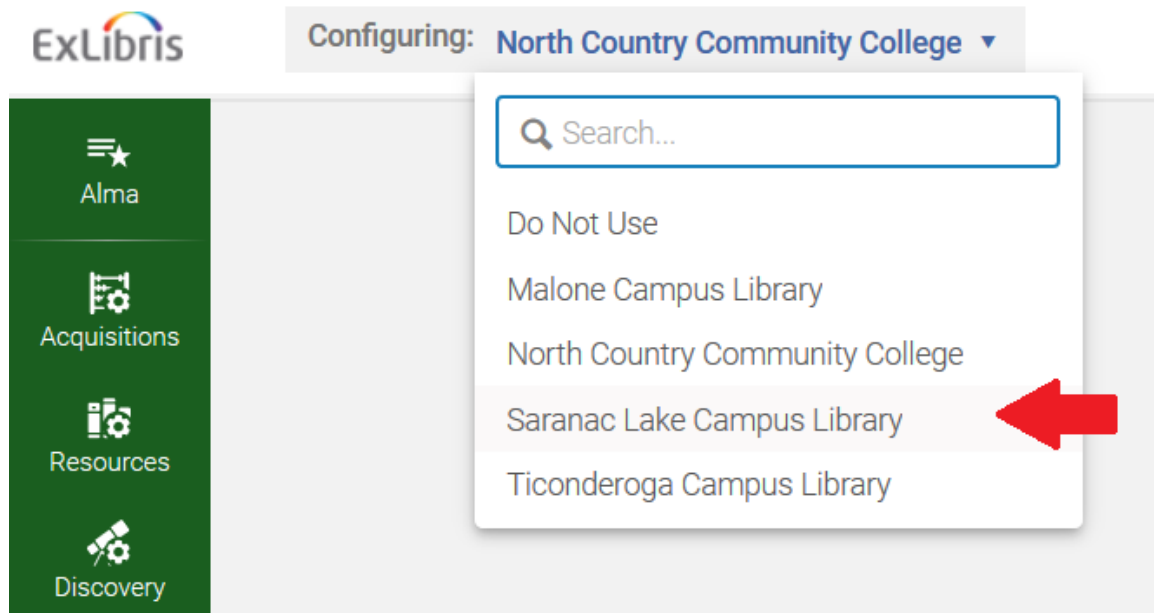


## Roles Needed

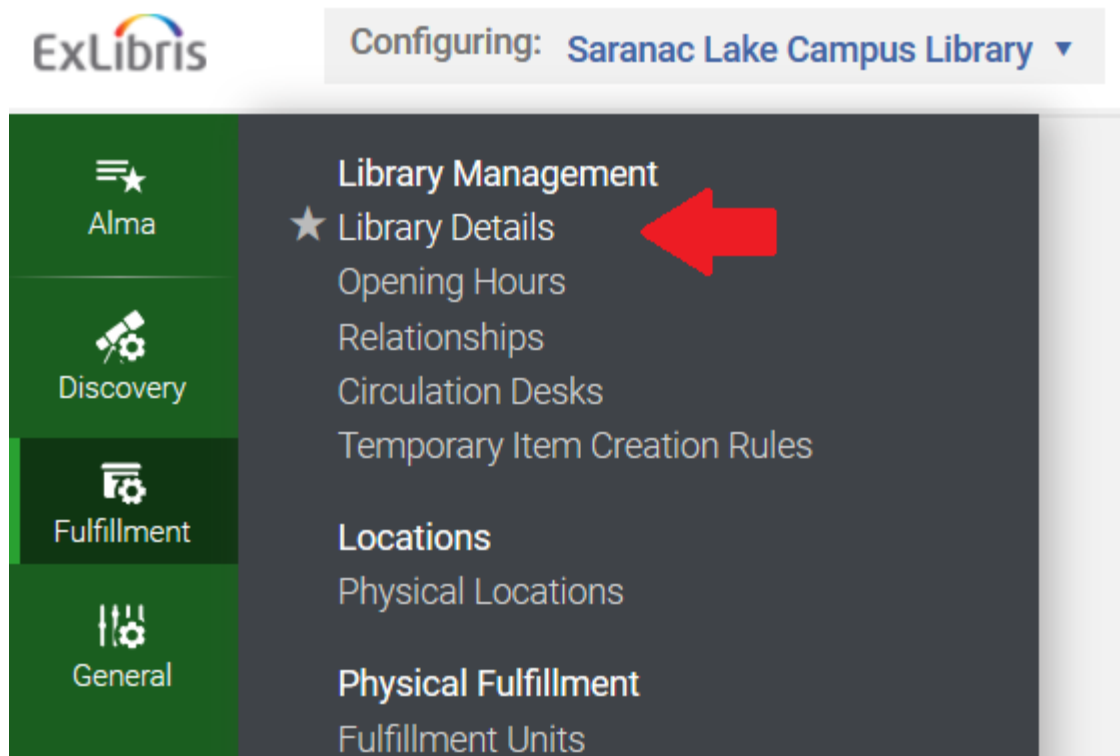
You need to have either the **General System Administrator** or **Fulfillment Administrator** role to turn resource sharing on or off.

### A. How to Turn Off Lending

1. Navigate to Configuration and then select your resource sharing library from the Configuring dropdown



2. Click the Fulfillment tab and then click the **Library Details** link.



3. Scroll down to the **Lending Setup** section of the Details tab and check the **Temporary inactive for lending** box. An Inactive date ranges field will then appear. If you would like to turn your lending off for an indefinite period, skip ahead to step 5. If you'd like to turn your lending off for a specific period of time, move on to step 4.

Ignore electronic resources ☒

Automatic creation ☒

Temporary inactive for lending ☒

Inactive dates range

4. Click anywhere in the **Inactive dates range** field. A calendar will appear. Select the start and end day of your desired inactive period. The calendar will close once you select the end day, and the inactive date range you selected will appear in the Inactive date ranges field.

*Note: Once the end date passes, your lending will automatically be turned back on. However, the Temporary Inactive for Lending box will not be automatically unchecked, and you'll still see the inactive dates you selected in the Inactive Date Ranges field.*

Temporary inactive for lending ☒

Inactive dates range

Default location

Locate by fields

Today 12/15/2020 01/03/2021

Tomorrow December 2020 January 2021

Next 7 Days

Next 30 Days

This Month

Next Month

This Year

Custom Range

| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 29 | 30 | 1  | 2  | 3  | 4  | 5  | 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 | 31 | 1  | 2  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  | 31 | 1  | 2  | 3  | 4  | 5  | 6  |

5. Click the Save button.

< Organization Unit Details

Cancel Save

Summary Contact Information Calendar Management IP Definitions

General Details

Organization unit name \* Saranac Lake Campus Library

ISIL Code

Please Note: Closing will prevent all ISO Lending requests from being sent.

Including book loans/book chapter/ article scans/articles from ejournals and etheses.

It will not prevent Rapid requests from arriving in Alma Lending (especially if your institution is the only source).

In Rapid, you need to go into Settings > Lending Off, Turn off lending of: Electronic or Print Scans or both:

ExLibris RapidILL | Dashboard | Borrowing | Lending | Holdings | Tools | Settings | Sign Out

## Lending Off Times

Welcome, University of Haifa

All times in Israel Standard Time (Daylight Savings Time if appropriate).  
Lending off time duration cannot exceed 30 days

### Scheduled Lending Off Times

No Lending Off Times currently scheduled.

### Add New Time

|  |   |                                      |   |
|--|---|--------------------------------------|---|
| Off  | Back On   | Duration                             | Turn off lending of:<br><input checked="" type="checkbox"/> Electronic<br><input checked="" type="checkbox"/> Print Scans |
| <input type="text" value="Tue Jul 01, 2025 11:00 AM"/> | <input type="text" value="Tue Jul 01, 2025 4:00 PM"/> | <input type="text" value="5 hours"/> |   |
| Note<br><input type="text" value="(optional)"/>        |   |                                      |   |

Once an ISO request is received in Alma Lending its status will be "Pending Auto Reject":

< Lending Requests (1 - 3 of 3)

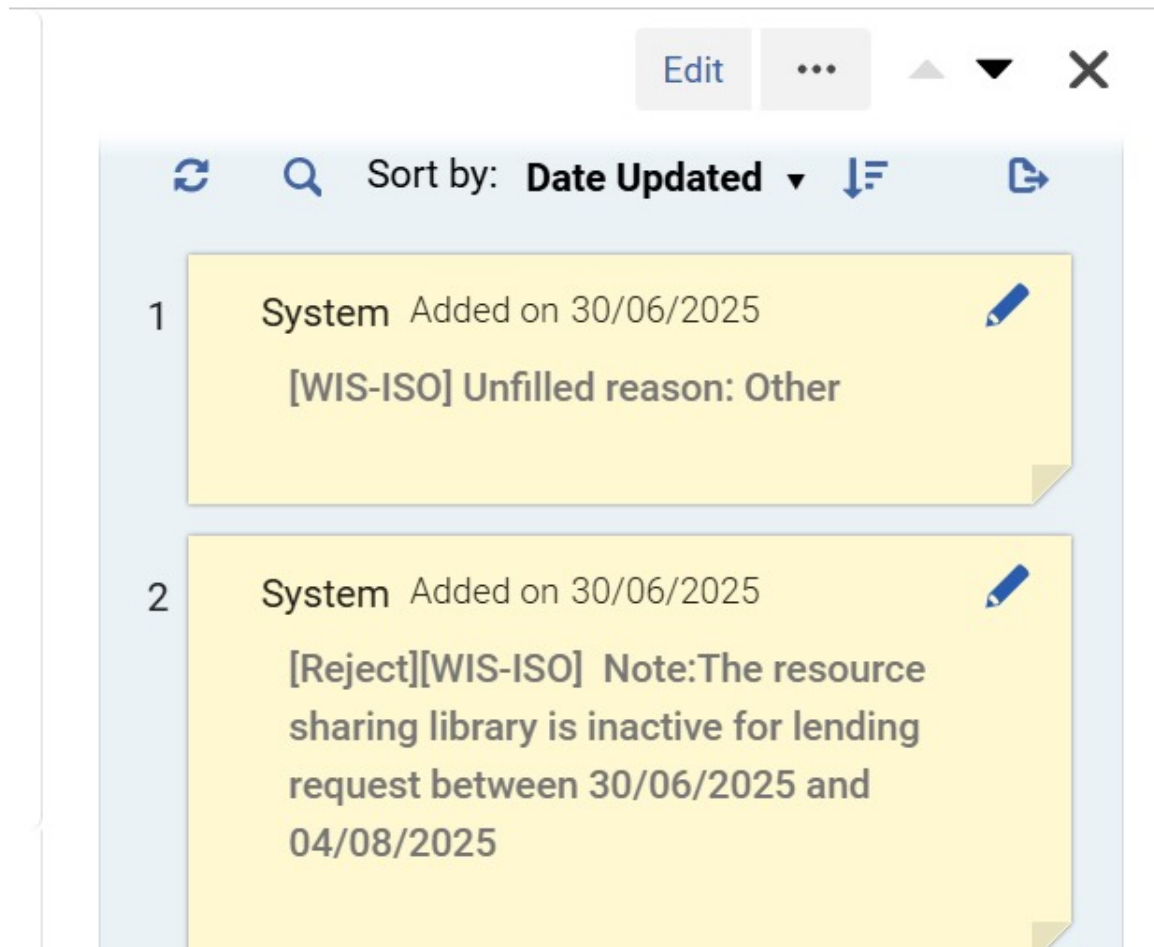
Author: [Search] Sort by: Update Date

|   |  |  |                 |
|---|--|--|-----------------|
| 1 | <div>De morali lepra<br/>by Nider, Johannes<br/>Haifa - ISO</div> <div>Pending Auto Reject</div> | <div>Requested: Book (Physical)</div> <div>Created: 30/06/2025<br/>18:17:30 IDT</div> <div>External identifier:<br/>1//972HAIMAIN0080184</div> <div>Alerts (1)</div> | <div>View</div> |
|---|--|--|-----------------|

After Refreshing the screen the request will become inactive, and its status will be "Rejected the borrower request":

|  |  |
|--|--|
| <div>De morali lepra<br/>by Nider, Johannes<br/>Haifa - ISO</div> <div>Rejected the borrower request</div> | <div>Requested: Book (Physical)</div> <div>Created: 30/06/2025<br/>18:17:30 IDT</div> <div>External identifier:<br/>1//972HAIMAIN0080184</div> <div>Alerts (1)</div> |
|--|--|

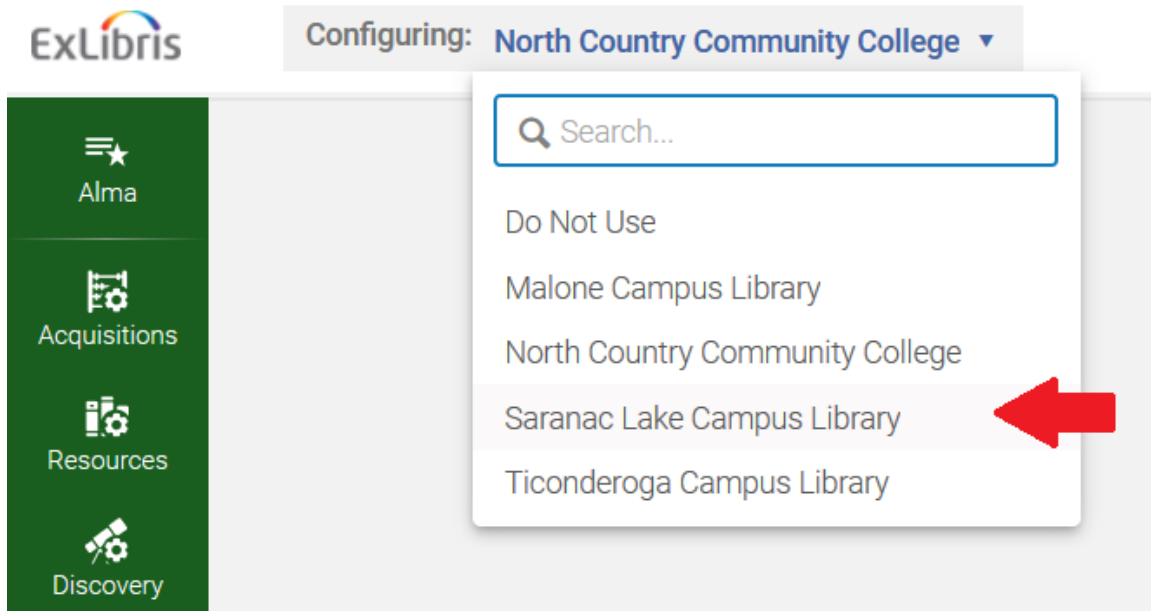
The Borrowing request status will be "Rejected by Partner" and there will be Notes with the reason:



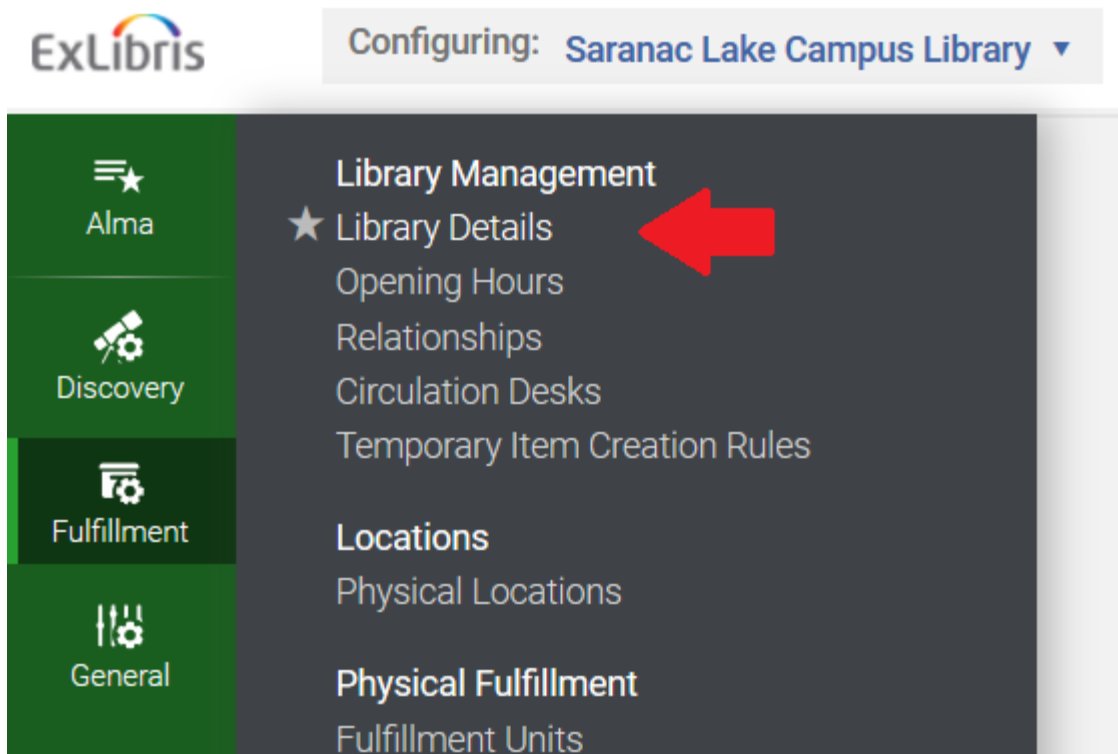
## B. How to Turn Off Borrowing

*Note: Turning off borrowing will turn off both book borrowing and article borrowing.*

1. Navigate to Configuration and then select your resource sharing library from the Configuring dropdown.



2. Click the Fulfillment tab and then click the **Library Details** link.



3. Scroll down to the **Borrowing Setup** section of the Details tab and check the **Temporary inactive for Borrowing** box. An Inactive date ranges field will then

appear. If you would like to turn your borrowing off for an indefinite period, skip ahead to step 5. If you'd like to turn your borrowing off for a specific period of time, move on to step 4.

BORROWING SETUP

Cancel request on locate failure

✓

Automatically activate locate profile

✓

Temporary inactive for borrowing

✓

Inactive dates range

Default location

Open Location Type: Main-Borrowing

4. Click anywhere in the **Inactive dates range** field. A calendar will appear. Select the start and end day of your desired inactive period. The calendar will close once you select the end day, and the inactive date range you selected will appear in the Inactive date ranges field.

Temporary inactive for borrowing

✓

Inactive dates range

Default location

Default pickup location

LENDING SETUP

Automatically locate resource

✓

Reject request when only electronic

✓

Today

12/15/2020

01/03/2021

December

2020

January

2021

| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 29 | 30 | 1  | 2  | 3  | 4  | 5  | 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 | 31 | 1  | 2  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  | 31 | 1  | 2  | 3  | 4  | 5  | 6  |

5. Click the **Save** button.

< Organization Unit Details Cancel Save

Summary Contact Information Calendar Management IP Definitions

General Details

Organization unit name \* Saranac Lake Campus Library

ISIL Code

If you don't want to close Borrowing completely, there are several other options for dealing with Borrowing requests:

1. Add text to the Primo ILL request form (such as in the example below):

The service is free for Research, Study and Teaching purposes only  
The Library will handle up to THREE requests per day

Request Type ★ ☒ Book or Book Chapter  
☐ Article

Title ★

Author ★

Edition

ISBN (write 0 if you don't know) ★

Publisher

Place of publication

Publication date ★

2. Change text on the Primo form pop-up confirmation

Request placed, you will be notified by email when it arrives. To check the status of your request, please check your library account

3. Change text on the Alma Resource Sharing Confirmation Letter.

## Scan / Interlibrary Loan Request Confirmation

02/07/2025

Dear Sir/Madam,

We would like to inform you that your request has been created and is now being processed by the library.  
Please see details below:

**Title:** New explorations for instructional leaders : how principals can promote teaching and learning effectively  
**Author:** Shaked, Haim Yehuda  
**Pages:** 0  
**Publication Date:** 2023

If you have any questions, please contact the Interlibrary Loan Department: [ill@univ.haifa.ac.il](mailto:ill@univ.haifa.ac.il)

4. Create a Patron Query Template that explains the reason for the automatic rejection.

### Email Message

Email template: **The Library is Closed** ▼

Note to patron

*Enter Text Here*

Cancel

Send Email

Hello,

The library is closed. Your request will be processed when the library opens.

**Format:** Book

**Title:** New explorations for instructional leaders : how principals can promote teaching and learning effectively

**Author:** Shaked, Haim Yehuda

**Publication Date:** 2023

**ISBN:** 9781475868746

**Pages:** 0

**Request Format:** Physical

### C. How to Turn Borrowing and Lending Back On

If you entered dates into the **Inactive Dates Range** field, your borrowing/lending will automatically be turned back on once the end date passes. However, the Temporary Inactive for Borrowing/Lending box will not be automatically unchecked, and you'll still see the inactive dates you selected in the Inactive Date Ranges field.

If you did not enter dates into the Inactive Date Range field, you will need to manually uncheck the Temporary Inactive for Borrowing/Lending box to turn your borrowing/lending back on.