Instructions for lending Springer ebooks through Prospector
April 2024

1. Make sure the requesting library does not own the ebook. If it does, you may want to send an email asking that the request be canceled and filled locally.
2. Look up the title in your system. (Your record should say "Prospector Paged" + "1 Hold").
3. Click on title.
4. "View online."
5. Download Book. If there are any difficulties, you can go directly to the publisher website and download, but this is rare. If there are several chapters and it is cumbersome to assemble the book, feel free to cancel the request. You can also contact the borrowing library to see if there is a particular chapter or part of the book that the patron most needs.
6. You may want to save downloads to your desktop so you can easily find them.
7. Save file (and rename it if needed) so you can find it easily when sending. You need to make a file to keep the Prospector PDFs together. copy PDF from the computer to this folder. Please be sure to select the PDF version as EPUB and other formats require special software for viewing.
8. "Send to" Compressed folder (zip)
9. Go to: https://www.hightail.com/
   Login:
   username: george@coalliance.org
   password: prospector
   choose "sign in with email"
10. Choose "Create New" (upper right side of screen), and then "Send."
11. To: You can find the borrowing library contact's email address on the Prospector Contacts List under column R.

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- Subject: Prospector e-book for (Patron's last name)
- Message: [The info below can be copied from the system while checking out the ebook]
    - Patron Name
    - Title
    - Message [this is a field in the item record and shows the patron .pnumber in case they have a very common name]
    - Sent by [lending library]

12. Click on small computer icon under "Drag Files Anywhere."
13. Click on correct file in your Prospector ebook folder .
14. Click on Sends in the upper left corner to view previously sent files.
15. Expiration date—21 days out.
16. Click "Send."
17. You can check to make sure the file sent by clicking on the icon that is two over from the "create new" one in the upper left corner (sometimes an extra window comes up—just x it). A list will come up under "file transfers," and the top of the list is Sent.
18. If you use the RSB or Sierra, go to your own system—you need to check the item out in Prospector Function Checkout to Remote Site. Make sure to include period before record number, i.e., record number is i18737961, you MUST include period preceding number when
19. checking in and out to INN-Reach, for example, **.i18737961**
20. Check item back in - Function Check in (No Patron) **.i18737961**

    (include period preceding number)
21. Local practice determines how to notate and store paging slips and files for completed requests. Retaining the ebook file for one week is recommended in case there's a problem on the borrower's end. Lending libraries may also want to gather statistics by counting the paging slips before disposing of them.

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