

**Policy for the Elimination of AV Item Types  
Agreed upon by the RSA Users Group  
December 4, 2014**

- ***Implementation timeframe: No later than July 1, 2015***
- Item type codes affected by this proposal include:
  - AV
  - AV-L
  - NEW-AV
- Counts system-wide as of November 25, 2014:
  - AV = 656 items
  - AV-L = 15 items
  - NEW-AV = 997 items
- AV item types are too generic – can be used for movies, sound recordings, equipment, books with accompanying discs, etc.
- The RSA item cat 3 script assigns the MOVIE cat 3 code to items assigned the AV, AV-L, and NEW-AV item types. This RSA script runs weekly to verify item cat 3 codes assigned during cataloging match the RSA list of approved item type/item cat 3 mappings on the RSA System Parameters page.
- Sound recordings, equipment, and other non-movie formats currently assigned the AV, AV-L, or NEW-AV item types are assigned the MOVIE item category 3 code even though this code may not accurately reflect the format of the actual item.
- The use of the AV item types for non-movie formats negatively impacts format searching in the new RSAcat. The format facet is powered by item category 3.
- Using more accurate item types benefits both patrons and staff:
  - More easily identify format
  - Result in less confusing displays in WorkFlows and the RSAcat
  - Help ensure holds are placed on the correct format
- RSA Users Group agreed to the following changes on December 4, 2014:
  - Remove the AV, AV-L, and NEW-AV item types from the complete list of item type codes posted on the RSA System Parameters page. The removal of the codes from this list will discourage libraries from considering their use for their collections.
  - RSA staff will work with the affected libraries to eliminate the AV, AV-L, and NEW-AV item types in favor of using item type codes that more accurately describe the item's format.
  - RSA staff will assist with batch editing libraries' existing AV collections to use the appropriate item type and item category 3 codes.

- After the AV item type is no longer assigned to any RSA member library collections, RSA staff will suppress the AV, AV-L, and NEW-AV codes in all libraries' item type menus if they are not already suppressed. At that point, AV, AV-L, and NEW-AV will be considered invalid item types.

- If the library does not already have an internal procedure in place to routinely remove NEW- item types, RSA staff will assist the library with batch editing those items that should no longer be coded as NEW-.
- ***If (and only if) a library using NEW- item types is unresponsive or unwilling to work with RSA staff*** on the yearly or quarterly monitoring frequencies (depending on the type of library), any items coded as NEW- in that library's collection that were cataloged longer than a year ago will be batch edited by RSA staff to the most plausible item type used by that library, based on the call number.
  - If spine labels or home location codes are incorrect when RSA staff batch edits the NEW- item types, the library will be responsible for correcting them.
- All libraries that use NEW- item types must be subscribed to a monthly report of NEW- items to stay informed about those items coded as new.
  - The report can help ease the editing process for removing the new status.
  - The report will be sent on the first day of each month to the library's RSA Gmail address and/or additional email addresses at the library's request.