

How to Change the Owning Library for an Item Cataloged in WorkFlows

Created April 21, 2020

On April 8, 2020, RSA reconfigured the WorkFlows accounts for all libraries in order to ease administrative access to certain functionality, such as custom database policies and the library closed calendars. An unintended consequence of this reconfiguration is that AG_ALS-PDC is now the default library when new items are cataloged.

To avoid cataloging items as AG_ALS-PDC, please adjust your default library in the Call Number and Item Maintenance wizard. For instructions, see the cheat sheet <u>"How to</u> <u>Change the Default Library in the Call Number and Item Maintenance Wizard."</u>

For instructions how to change the default library in other WorkFlows cataloging wizards, such as Add Title and those used to enter brief records in the circulation module, see the <u>WorkFlows Cataloging Set-up Guide</u>.

This cheat sheet explains how to change the owning library if you encounter an item in your collection that is already cataloged as AG_ALS-PDC. Your library accidentally cataloged the item that way in WorkFlows, or you loaded an OCLC record into WorkFlows in which your library code in the 949 tag was entered incorrectly. Both of these cases result in the item entered under AG_ALS-PDC rather than your library.

Questions? Please contact <u>rsahelp@railslibraries.info</u> or 1-866-490-4083.

- 1. Log into WorkFlows using your individual cataloging login or the TECH login if you have not yet been assigned an individual cataloging login.
- 2. Click on the Cataloging module at the top.
- 3. Expand the "Common Tasks" group on the left side of the screen if it is not already expanded.
- 4. Open the "Call Number and Item Maintenance" wizard.
- 5. Search for the item that belongs to your library and was accidentally cataloged as AG_ALS-PDC. Searching by item ID is likely easiest, but you may also search by its title, limited to AG_ALS-PDC as the library.

Here is an example item ID search. Your item ID will differ.

Call Number	and Item Maintenance ×	
AA AF	P ↔ ↔ Mananae	
Search for:	A120000004 ~	Search
Index:	Item ID 🗸	Туре:
Library:	ALL	Keyword
Current:		Browse Exact

Here is an example title search, limited to the AG_ALS-PDC library. Your title will differ, but you will also select AG_ALS-PDC.

Call Number and Item Maintenance ★	_	-	_			-	_
Author:	AND	>	Title:	5 minute	AND	*	Search
Series:	AND		Subject:		AND	Y	Reset
General:	AND	~	Periodical Title:				
Library: AG_ALS-PDC						~	
Current:							

6. Once WorkFlows retrieves the record, click its Call Number/Item tab if it does not automatically open to that screen.

Call Number and Item Maintenance *						
All Number and Hem Maintenance					×	
5-minute bedtime stories / Dean, Kime 169- author.						
Control Bibliographic Call Number/Item Bound-with						
⊟⊞5-minute bedtime stories - Dean, Kim, 1969- author.	Item Info Holds					
BAG_ALS-PDC	Call number infor	rmation				
BOLLEIC DEA - AG ALS-PDC		ination				
	Call number:	LEIC DEA	Class scheme:	DEWEY	~	
- A120000004 - 1 - BOOK - J-FICTION	Can Harrisen.	3 FIG DEA		DEWEI		

7. From the Call Number/Item screen, use the "call library" menu to select your library.

Call Number and Item Maintenance ×									
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an us n carraine 5-minute bedtime stories / Dean, Kim, 1969- author.									
Control Divingraphic Cell Number(Item Parind with									
Control biolographic Venirotherment Bourtowart									
eta AG_ALS-PDC	Call number information								
B I FIC DEA - AG_ALS-PDC									
	Call number: JFIC DEA Class scheme: DEWEY								
La PONDULAC	Call library: AG_ALS-PDC v								
# A12803103202 - 1 - BOOK - CHECKEDOUT -	AASTOR-PLD								
	Item information								
< >>	Item ID: A1200000004 Copy pumber:								
Date created: 4/21/2020 Date last charged: Never	Type: BOOK Select your library code	from							
Date due: none Last discharged: Never	Home location: J-FICTION Cu this menu so the item is	no							
Date inventoried: Never	Item cat1: FICTION Ionger cataloged as								
Previous user ID:	Item cat3: BOOK Ite AG AI S-PDC AASTOF	γ-ΡΓD							
In-house uses: 0	Item cat5: UNDEFINED Nu is shown have but your	librory							
	Media desk:	library							
	Total charges: 0 CODE WIII DITTER.								
	C Democrat								
Return to Search Save Add Call Number Add Item Delete(x) Close									

8. Remember to save the change using the "Save" button at the bottom of the Call Number/Item screen. The item is now in your collection.

Are you wondering if you accidentally cataloged any items as AG_ALS-PDC? If you want RSA to check to see if your library has cataloged any of these items, please send a message to <u>rsahelp@railslibraries.info</u>. Use "Check for AG Items" as your subject line. RSA will see your message come into the Help Desk and check your collection for any AG_ALS-PDC items. RSA will then share the specific items for you to correct or let you know you do not have any of these items at that time. Asking RSA to check for AG_ALS-PDC items in your collection is optional.

RSA routinely monitors all libraries for any items cataloged as AG_ALS-PDC and changes them to the correct owning libraries. Libraries that enter multiple AG_ALS-PDC items are contacted by RSA to check their WorkFlows defaults.