

## 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 [“How to Change the Default Library in the Call Number and Item Maintenance Wizard.”](#)

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 [WorkFlows Cataloging Set-up Guide](#).

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 [rsahelp@railslibraries.info](mailto:rsahelp@railslibraries.info) 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.

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.

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

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

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 [rsahelp@railslibraries.info](mailto:rsahelp@railslibraries.info). 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.