

New Materials Item Types Policy

RSA Board of Directors Approval: 10 May 2022

Standardized New Materials Item Types Policy:

RSA will retire 20 legacy item types currently used for new materials and replace them with a standardized, more focused, set of item types. The formats Book, DVD, and Blu-ray will each have one holdable item type and one local holds or no holds item type to facilitate reciprocity at system level. Libraries using these item types will use the appropriate item types based on their local hold rules. The remaining new item types can be used for any type of hold rule as they are a tiny percentage of system holds.

Standardized New Materials Item Types Usage Time Limits Policy:

Items cataloged using new materials item types are limited to how long the item may remain assigned in them. The item date created is considered the starting point for the following time limits.

- Public, Special, and Academic Libraries: Items may be cataloged using these codes for a maximum of one year.
- School Libraries: Items may be cataloged using these item types for the current school year. Items will be converted to standard item types over the summer.
- RSA will publish updated on order guidance to ensure on order items are added with dummy records. When the actual item arrives, it will be assigned an RSA item barcode and the data cataloged will start the clock on that item.
- RSA staff will do system-wide bulk conversions on items older than 13 months from the data cataloged to ensure only new items are assigned in the new materials item type codes.

Libraries may choose to use shorter time frames for their local cataloging needs. RSA can set up reports for your library to list out new materials based on your local needs.