

# New Materials Item Types Standard

Last Revised: 22 August 2022

This standard expands on the policies approved by the RSA Board of Directors on 10 May 2022 for the New Materials Item Types Policies.

The three most widely held new item formats -- books, DVDs, and Blu-rays -- are each assigned two new item types to facilitate reciprocity. These three formats each have one item type to be used for items which allow system-wide holds and a separate item type for those materials that are either not holdable or only fill holds locally at the owning library. The system-wide holdable item types respect the library's rules for holds only to members of the same type of library, such as a Public Library that only fills holds for other Public Libraries, or all members of any type.

Below are the standardized item types for libraries who choose to catalog new materials:

New Books: Most libraries will use only one of these two codes. Please contact RSA if you believe you need to use both codes.

- **N-BK** - Used for materials allowing only Local Holds or No Holds at all  
or
- **N-BK-H** – Used for materials allowing System-wide Holds

New DVDs: Most libraries will use only one of these two codes. Please contact RSA if you believe you need to use both codes.

- **N-DVD** - Used for materials allowing only Local Holds or No Holds at all  
or
- **N-DVD-H** - Used for materials allowing System-wide Holds

New Juvenile DVDs:

- **N-DVD-J** - Used for all materials of this type regardless of hold rules

New Blu-rays: Most libraries will use only one of these two codes. Please contact RSA if you believe you need to use both codes.

- **N-BLRAY** - Used for materials allowing only Local Holds or No Holds at all  
or
- **N-BLRAY-H** - Used for materials allowing System-wide Holds

New Juvenile Blu-rays:

- **N-BLRAY-J** - Used for all materials of this type regardless of hold rules

New Audiobooks:

- **N-BK-ON-CD** - Used for all materials of this type regardless of hold rules

New Music CDs:

- **N-CD** - Used for all materials of this type regardless of hold rules

New Playaways:

- **N-PLAYAWAY** - Used for all materials of this type regardless of hold rules

New Videogames:

- **N-VIDEOGM** - Used for all materials of this type regardless of hold rules

Hold and Circulation rules are flexible for each library. However, RSA will not set N-BK-H, N-DVD-H, or N-BLRAY-H to be not holdable or for local holds outside of special circumstances. In general, those are limited to lengthy library closures. Outside of the specific BOOK, DVD, and Blu-ray item types, the other new material item types can be set to allow system-wide holds, local holds, or no holds based on each library's preferences.

The new materials item types are used for new items only. The RSA Board of Directors approved the following time limits for cataloging new items:

- Public, Special, and Academic Libraries: Items may be cataloged using the new materials item types for a maximum of one year from the date that the item was cataloged in the system.
- School Libraries: Items may be cataloged using the new materials item types through the end of the current school year.

RSA subscribes libraries to monthly reports of their items, based on item type and item created date, that are assigned the new materials item types. These reports assist the library in monitoring items that should no longer be considered new according to its local time limit. The library should convert those no longer new items to their standard item types. RSA is not staffed to convert new items to standard item types on a per-library basis due to the complexity of that task.

For School libraries, RSA performs bulk conversion of new materials item types to standard item types over the summer break.

For Public, Academic, and Special libraries, RSA will perform new to standard item type bulk conversion. The bulk conversion process will look for items assigned any new materials item type and were cataloged prior to 13 months or longer. This system-wide bulk conversion may not conform with your library's cataloging practices. Appendix C lists the full auto-conversion settings for the standardized new materials item types to regular item type.

Appendix A, B, and C follow on the next page.

## Appendix A: Suggested Conversion Chart from Legacy New Item Types to the Standardized New Item Types

These are the recommended conversion settings for legacy new materials item types switching to **standardized** new materials item types.

BOOK-NEW, BOOK-NEW-L, BOOK-NEW-S, NEW-BOOK convert to **N-BK** or **N-BK-H**  
DVD-NEW converts to **N-DVD** or **N-DVD-H**  
DVD-J-NEW converts to **N-DVD-J**  
NEW-BLURAY, NEW-BRY-RS convert to **N-BLRAY** or **N-BLRAY-H**  
NEW-BRAY-J converts to **N-BLRAY-J**  
NEW-AUDBK, CD-BOOK-NW convert to **N-BK-ON-CD**  
NEW-CD converts to **N-CD**  
PLAYAWAY-N converts to **N-PLAYAWAY**  
NEW-VID-GM converts to **N-VIDEOGM**

## Appendix B: Legacy New Item Types Dropped Without Direct Replacements

These legacy item types have no direct replacement and are discontinued. They were either not being used, had less than 25 items assigned to them, were used by only one library, or had been previously deprecated from the system.

- BOOK-CD-NW
- BOOK-PBK-N
- MP3-BOOK-N
- NEW-PERIOD
- NEW-AV
- NEW-BRAY3D

## Appendix C: 13 Month System-wide Bulk Item Type Conversion

This is the conversion map of how items cataloged using **standardized new materials** item types will be switched to *regular* item types. RSA will run a system-wide report to convert all items that are older than 13 months since the item added date that are cataloging in one of the 12 **standardized** new materials item types.

- **N-BK** & **N-BK-H** will be converted to *BOOK*
- **N-DVD** & **N-DVD-H** will be converted to *DVD*
- **N-DVD-J** will be converted to *DVD-J*
- **N-BLRAY** & **N-BLRAY-H** will be converted to *BLU-RAY*
- **N-BLRAY-J** will be converted to *BLU-RAY-J*
- **N-BK-ON-CD** will be converted to *CD-BOOK*
- **N-CD** will be converted to *CD*
- **N-PLAYAWAY** will be converted to *PLAYAWAY*
- **N-VIDEOGM** will be converted to *VIDEOGAME*