

Procedures if You Encounter an Advanced Reader Copy (ARC) or Pirated Item in WorkFlows

Revised January 20, 2020

Background:

The advanced reader copy (ARC) and pirated item policies were implemented due to growing concern from several RSA libraries and the RSA Board about the number of these items cataloged, circulating, and filling holds in the RSA database. On November 7, 2019, the RSA Board approved policies that prohibit the cataloging of ARCs and pirated items in the RSA database. These policies protect both the owning library and the RSA consortium from potential legal consequences. For the full policies, please refer to these links:

ARC policy: https://alsi.sdp.sirsi.net/client/en_US/search/asset/7987/0

Pirated item policy: https://alsi.sdp.sirsi.net/client/en_US/search/asset/7649/0

If you encounter an ARC or pirated item in WorkFlows that belongs to your library, please do the following:

1. Give the item in question to the cataloger at your library. Mention you suspect the item is ARC or pirated. If so, it should be removed from the shelf and WorkFlows.
2. The cataloger will examine the item to determine if it is ARC or pirated. If he/she needs help doing so, please contact the RSA Help Desk at 1-866-940-4083 or rsahelp@railslibraries.info.
3. If the item is ARC or pirated, the cataloger should remove it from the shelf, as well as from WorkFlows, using one of these methods:
Delete titles, call numbers, or items:
https://alsi.sdp.sirsi.net/client/en_US/search/asset/462/0
or
Discard user: https://alsi.sdp.sirsi.net/client/en_US/search/asset/6002/0
4. If the cataloger examines the item but determines it is not ARC or pirated, the cataloger will enter a staff note according to this format:

Item verified not pirated or ARC, EL/RSA 01/14/2020.

- Only “pirated” or “ARC” will be mentioned in this note, depending on which is relevant to the item in question.
- “EL/RSA” should be replaced by your first and last name initials, followed by a slash, then your library’s abbreviation.
- “01/14/2020” should be replaced by the date the note was entered, using the MM/DD/YYYY format.
- This note will be helpful in case the item is questioned again as pirated or ARC, either by your library or another library.

If you encounter an ARC or pirated item in WorkFlows that belongs to another library, please do the following:

1. The library that encountered the item in question will send an email to the RSA Help Desk (rsahelp@railslibraries.info) with the subject line "Possible ARC" or "Possible Pirated Item," depending on which is relevant. In the email, share the title, the name of the owning library, and the item ID.
2. The library that encountered the item in question should check it out to the item owning library's D1500 account. Override any popup boxes in order to allow checkout to this account.
3. The library will place another hold if the item in question was supposed to fill a hold. Explain to the patron there may be a problem with the initial item that filled their hold, and a different copy will be requested for them.
4. Return the item in question to the owning library through delivery. No need to tell that library why its item is being returned. If asked, mention it is no longer needed.
5. RSA will contact the item owning library to explain:
 - Once the item in question reaches that library, it should be discharged from the D1500 account.
 - RSA will place a copy-level hold on that item because another library reported it as possibly ARC or pirated.
 - The library will be asked to send the item to the RAILS East Peoria Service Center through delivery within 30 days. "Attn: Cataloging Staff" should be noted on the delivery label.
6. Once the item arrives in delivery, an RSA cataloger will examine the item and determine if it is ARC or pirated.
 - a. If the item is ARC or pirated, the RSA cataloger will enter a staff note according to this format:

Item verified as pirated or ARC, JC/RSA 01/14/2020.

- Only "pirated" or "ARC" will be mentioned in this note, depending on which is relevant to the item in question.
- "JC/RSA" may be replaced by the RSA cataloger's first and last name initials, followed by a slash, then RSA.
- "01/14/2020" should be replaced by the date the note was entered, using the MM/DD/YYYY format.

RSA will email the owning library to explain their item is pirated or ARC. The owning library will be asked to delete or discard it from WorkFlows within 30 days.

RSA will check out the item to the owning library's D1500 account and send it back to that library through delivery.

The owning library will discharge the item upon arrival.

If the owning library does not delete or discard the item within 30 days, RSA will delete it from WorkFlows on behalf of the library.

- b. If the item is not pirated or ARC, RSA will enter a staff note according to this format:

Item verified not pirated or ARC, JC/RSA 01/14/2020.

- Only “pirated” or “ARC” will be mentioned in this note, depending on which is relevant to the item in question.
- “JC/RSA” may be replaced by the RSA cataloger’s first and last name initials, followed by a slash, then RSA.
- “01/14/2020” should be replaced by the date the note was entered, using the MM/DD/YYYY format.
- This note will be helpful in case the item is questioned again as pirated or ARC by either the owning or another library.

RSA will email the owning library to explain their item is not pirated or ARC. The owning library will be asked to leave the staff note as-is in case the item is questioned again as pirated or ARC.

RSA will check out the item to the owning library’s D1500 account and send it back to that library through delivery.

The owning library will discharge the item upon arrival. The item is ready to be shelved and resume circulating.

- c. If the owning library does not send the item in question to RSA within 30 days after the copy-level hold is placed, or the library has not contacted RSA within that 30-day timeframe to discuss an extension for sending the item, RSA will delete the item from WorkFlows and email the library once it has done so.

If the owning library feels the item should not have been deleted, they are encouraged to contact the RSA Help Desk to discuss their concerns.