D1500 Numbers: How to Use Them and How to Search for Them Cheat Sheet

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D1500 numbers are used to charge material to non-RSA Libraries.

Here are the basic searching guidelines:

- Search using the Display User function and the User Search Helper (the magnifying glass with the little guy in the green shirt).

- If the library is from outside Illinois, do a Browse Search using the state's two letter Postal Code and the main part of the library's name. For example, IN GARY to search for Gary Public Library, in Gary, Indiana.

- If the library is in Illinois, type in the library's name (or in the case of a university or college, type in the school's name). For example: Eureka College Melick Library, Eureka, IL, could be searched for either under Eureka College or Melick. Illinois libraries do not use the 2-digit state abbreviation at the beginning of the name.

- Type in the library name and do a Keyword Search. In the case of a university or college, type in the school's name or the library name. For example, Saginaw Library at Great Lakes College, Saginaw, MI, could be searched either by MI Great Lakes or MI Saginaw. To search by address, use a Keyword search and change the index from Name to Street.

- If you still can't find the library, then e-mail, or call the RSA HelpDesk to create a D1500 number for the library. Please have all the information available: library name, university, or college if applicable, address, city, state, zip code, and telephone number and email address, if you have it.

Remember, when a Non-RSA library requests material from your library, check the item out to the library, not to the patron. Do not trap the hold.

If you have any questions, please contact the RSA Help Desk at help@rsanfp.org.