



Resource Sharing Alliance NFP  
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## User Profile Recommendations for in-house use accounts Cheat Sheet

**Last updated: January 19, 2024**

**MENDING:** Not billable. Checkouts DO increment the item charge counter. Items DO NOT recirculate. Loan Period: 180 days. **Should not be used for items owned by other libraries.**

This is our recommendation for items that need repair or are missing pieces.

**SCANNER:** Not Billable. Checkouts DO NOT increment the item charge counter. Items DO NOT recirculate. Loan Period: Uses the Default Circ Rule.

The SCANNER profile is our recommendation for some of the profiles that currently use NO-TRANSIT (Quarantine users, etc) because it behaves in the same way, with the exception of the special RSAcat location (items charged to these users will just appear as "CHECKEDOUT"), and the loan period (item charged to these users will use the library's default loan period rather than the 7 day loan period for No-Transit users).

**STAFF-DEF:** Billable. Checkouts DO increment the item charge counter. Items DO NOT recirculate. Normal circulation rules apply.

This is our recommended profile for accounts like Storytime users or other Programming needs.

**NO-TRANSIT:** Not Billable. Checkouts DO NOT increment the item charge counter. Items DO NOT recirculate. Loan Period: 7 days. **Should not be used for items owned by other libraries.**

This is for items that are temporarily unable to travel to another location to fill a hold, but that may be available for local usage.

A full list of User Profiles is available for download here:

<http://rsacat.alsrsa.org/RSAweb/SystemInfo/Parameters/User%20Profile%20Differences.xlsx>

If you do not see the profile that you wish to use in your drop-down menu, please send a ticket to the [RSA Helpdesk](#) to have it added. If you have other questions or would like to discuss how you want the account to work, please contact the [RSA Helpdesk](#) or call us at 866-940-4083.