



Resource Sharing Alliance
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Cataloging Reserves & Rentals Cheat Sheet

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Reserves

Items for use by students and/or faculty for academic coursework. Reserves should be shelved separately and may circulate differently than other library materials.

- *Required:* Use the home location code RESERVES when cataloging all reserve items.
- *Optional:* Use the item type RESERVE, RESERVE-L (for long loan reserves), or RESERVE-S (for short loan reserves). Contact help@rsanfp.org to create circulation and hold rules before you begin using any of the reserve item types. You may not want to allow holds on reserve items.
- If the reserve item is permanent to your collection (i.e., not an ILL item), attach your item to an OCLC record. If no OCLC record is in WorkFlows, search OCLC Connexion Client or Record Manager for a record to import (if your library uses OCLC).
- If no record is available for the reserve item in WorkFlows or OCLC, enter it as a brief record in WorkFlows. Follow the brief record instructions [here](#).
- If the reserve item is an ILL item and will not be available at your library after the semester(s) for which it is on reserve, enter the item as a temporary record. Follow the ILL temporary record instructions [here](#).
- Multiple copies of the same title should all be attached to a single record. Do not enter separate brief records.
- When no longer on reserve, remove the brief records and change the reserve item type and/or home location codes to those codes assigned to permanent items in your collection. RSA can provide you with a report of your library's reserve items. Reports of reserve items can also be scheduled to be regularly sent to your email.

Rentals

Items leased from a vendor, available at your library for a specified amount of time.

- *Required:* Use the item type LEASE. Contact help@rsanfp.org to create circulation and hold rules for LEASE before you start cataloging rental items. You may want to allow local holds only or no holds for rental items.
- *Optional:* Use the home location code RENTAL if these items will be shelved separately from other materials.
- Attach the rental item to an OCLC record whenever possible. If no OCLC record is in WorkFlows, search OCLC Connexion Client or Record Manager for a record to import (if your library uses OCLC).
- If no record is available for the rental item in WorkFlows or OCLC, enter it as a brief record using the Add Title wizard in WorkFlows. To create a brief record for a rental item, follow the instructions [here](#).
- Remove rental items when they are no longer available at your library. RSA can provide you with a report of your library's rental items. Reports of rental items can also be scheduled to be regularly sent to your email.

Questions?

Please email help@rsanfp.org or call 1-866-940-4083.