



Cooperative (Co-op) Collection Procedure

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RSA libraries may arrange an agreement to rotate their collection, such as large print books, with other RSA libraries on a fixed timetable. Also called a floating, cooperative, or “co-op” collection. This procedure explains how to handle these items in WorkFlows.

1. The library that owns the co-op items will catalog them in WorkFlows the same as they would any other items, except they will use the CO-OP item category 5 code to indicate the items belong to a co-op collection.
2. The owning library will send the co-op items in RAILS delivery like they would any other items to a participating library in the co-op. Do not change the library code in WorkFlows before dropping the items into delivery.
3. When the participating library receives the co-op items in delivery, they will log into WorkFlows with the following account:
user ID = GLOBALMOD
pin = GLOBALMOD
4. From Common Tasks on the left side of the screen, the participating library will click on the Global Item Modification wizard.
5. The participating library will scan the existing item ID on each co-op item to edit the item library to their own library. The bottom of the screen will confirm as each item is edited.
6. No need to change any other values on the Global Item Modification screen.
7. Once the participating library has edited the owning library for all the co-op items, they are ready to check out.
8. If the participating library does not want the co-op items to fill holds, check out each item to a no-transit user. Please contact help@rsanfp.org for assistance creating a no-transit user.
9. When the library is ready to send the items to the next co-op library or back to the owning library, discharge the items if they are currently checked out to a no-transit user.

10. The library will put the items they are sending to the next co-op library or back to the owning library in RAILS delivery like any other items. Do not change the library code in WorkFlows before the items are sent in delivery.

11. When the next library receives the co-op items, they will repeat steps 3-7 above.

RSA is able to run reports of the co-op collection based on the CO-OP item category 5 code. Any co-op items currently checked out, missing, lost, or in-transit are trackable via a report based on the CO-OP item category 5 code. Please contact help@rsanfp.org if you are interested in a report of co-op items in your library's collection.