



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

Cataloging at-a-Glance Cheat Sheet 2024

Last updated: August 8, 2024

Questions about cataloging?

Please contact the RSA Help Desk at help@rsanfp.org or 1-866-940-4083.

RSA Cataloging Site Visits:

A cataloging site visit is the perfect opportunity for library and RSA staff to connect, discuss helpful cataloging topics, and answer any cataloging-related questions. Site visits may be conducted in-person or virtually, whichever works best for your library.

Request a cataloging site visit: <https://form.jotform.com/RSAanfp/RSAsite-visit-request>

WorkFlows Cataloger Accounts:

- Keep help@rsanfp.org informed as new cataloging staff begin to work at your library, and as existing cataloging staff depart or retire.
- RSA removes no longer needed cataloger accounts from WorkFlows.
- When you email the RSA Help Desk to request a new cataloger account, share this information about the new cataloger:
 - first and last name
 - email address they check while working at the library
 - your preferred configuration level for their account (basic with brief records, basic without brief records, OCLC cataloging, item group editor)

WorkFlows “How To” Refreshers:

- How to set up the WorkFlows Cataloging module:
<https://support.librariesofrsa.org/project/workflows-cataloging-set-up-guide/>
- How to match an OCLC record to a book:
<https://support.librariesofrsa.org/project/matching-an-oclc-record-to-your-book/>
- How to match an OCLC record to a video or sound recording:
<https://support.librariesofrsa.org/project/matching-an-oclc-record-to-your-video-or-sound-recording/>
- How to catalog a call number (brand new title):
<https://support.librariesofrsa.org/project/add-a-call-number-brand-new-item/>

- How to create a brief record if there is no matching record already in WorkFlows or OCLC (if your library uses OCLC):
<https://support.librariesofrsa.org/project/create-a-brief-record/>
- How to delete an item:
<https://support.librariesofrsa.org/project/deleting-items-from-workflows/>
- How to discard an item:
<https://support.librariesofrsa.org/project/workflows-discard-user/>
- How to use the Global Item Modification wizard to change multiple items at once:
<https://support.librariesofrsa.org/project/global-item-modification-wizard/>

Additional Cataloging Services:

If you have local history, genealogy, or special collections in need of cataloging, contact:

Dr. Pamela Thomas, Cataloging Maintenance Center

(618) 467-8649

cmc@illinoisheartland.org

<https://www.illinoisheartland.org/services/cmc>

If you have non-English language items in need of cataloging, contact:

Nincy George, RAILS Cataloging Services

(630) 734-5128

nincy.george@railslibraries.org

<https://railslibraries.org/catalogs/cataloging-services>

Basic WorkFlows Cataloging Workshops:

Objectives:

- Receive an individually named account to catalog at the basic level in the WorkFlows database (if the registrant is not already using an individual account).
- Through hands-on practice, learn how to use WorkFlows to catalog items in a variety of formats.
- Create brief records for items that lack matching bibliographic records already in WorkFlows.
- Discover how to perform global item edits and use the discard account.
- Find out how RSA, RAILS, and the Cataloging Maintenance Center provide original cataloging assistance.
- Review reports that identify cataloging issues in need of correction to ensure a quality database and optimal discoverability for users.

Tuesday, September 17

9:00 am – 1:00 pm

Registration: <https://librarylearning.org/event/2024-09-17/rsa-online-basic-workflows-cataloging-workshop>

Friday, October 25 9:00 am – 1:00 pm
Registration: <https://librarylearning.org/event/2024-10-25/rsa-online-basic-workflows-cataloging-workshop>

Thursday, November 21 12:00 – 4:00 pm
Registration: <https://librarylearning.org/event/2024-11-21/rsa-online-basic-workflows-cataloging-workshop>

Tuesday, December 17 9:00 am – 1:00 pm
Registration: <https://librarylearning.org/event/2024-12-17/rsa-online-basic-workflows-cataloging-workshop>

RSA Bibload Workshops:

Scope:

This workshop will focus on how to use OCLC Connexion Client to make bibliographic records usable for RSA, including how to add library-specific call number/item information to the records, export them from the Client in the correct format, and load them into WorkFlows so they are visible in the RSAcat.

Wednesday, August 28 9:30 am – 12:00 pm
Registration: <https://librarylearning.org/event/2024-08-28/rsa-bibload-workshop>

Tuesday, October 8 1:00 – 3:30 pm
Registration: <https://librarylearning.org/event/2024-10-08/rsa-bibload-workshop>

Friday, December 13 9:30 am – 12:00 pm
Registration: <https://librarylearning.org/event/2024-12-13/rsa-bibload-workshop>

RSA Database Committee Meetings:

Purpose:

Cataloging and other interested staff are invited to attend an RSA Cataloging Chat to learn what's new with the Cataloging Maintenance Center, RAILS Cataloging Services, and the RSA Cataloging Department.

Friday, September 27 10:00 am – 12:00 pm
Registration: <https://librarylearning.org/event/2024-09-27/rsa-cataloging-chat>