



RSA Email Group/Forum Addresses – Suggested and Mandatory Memberships Cheat Sheet **Last Updated: August 16, 2024**

Announcements (from RSA)

RSA-Announcements@librariesofrsa.simplelists.com

This is a one-way, from RSA staff to everybody email list. If we know your email address, we've added you to this list. We use this to send general information appropriate to everyone in RSA including outage notifications, upcoming training dates, newsletters, and more. Information specific to a targeted email forum is sent there. For example, this list gets a general list of upcoming training events, but the Cataloging (in Workflows) forum gets the detailed announcements about each upcoming Cataloging training event. This is a mandatory list.

Membership Forums

The following Email Groups/Forums were established for Member-to-Member Chat and the occasional RSA message sent to a targeted audience. RSA staff monitor each email forum but will generally only interact in ongoing member library conversations when asked or to correct inaccurate information about the system.

Mandatory General Forums:

Directors Forum

RSA-Directors@librariesofrsa.simplelists.com

All Directors of RSA libraries, or the primary School librarians, are included in this group. This is a mandatory forum. RSA Staff send communications appropriate to Directors via this forum. Directors can also email the forum with questions, suggestions, etc.

All Public, Academic, & Special Lib. Staff

RSA-Pub-Acad-Spl-Staff@librariesofrsa.simplelists.com

A low traffic, but mandatory forum for all staff members in these types of libraries. Typically used for RSA to member announcements directed at these types of libraries. Members may also post to the forum, but it's recommended to use a more targeted forum when available.

All School Library Staff

RSA-School-Staff@librariesofrsa.simplelists.com

A low traffic, but mandatory forum for all staff members in school libraries. Typically used for RSA to member announcements specific to school members only. Members may also post to the forum, but it's recommended to use a more targeted forum when available.

Cataloging Staff Forums:

Cataloging (in Workflows)

RSA-Cataloging@librariesofrsa.simplelists.com

All member library staff with an individual cataloger account has been mandatorily added to this email forum. RSA staff will also send targeted email to this forum when it's related to using the system. If you have questions, suggestions, how-to's, or other thoughts about using the system for cataloging related things, this is the place to discuss them.

Cataloging Policies & Standards

RSA-Cataloging-Policies@librariesofrsa.simplelists.com

If you'd like to participate in creating, reviewing, or revising RSA's cataloging rules, or have questions about them, this is the place to discuss. RSA staff will use this forum to discuss future policy, standards, and guidelines.

Technical Services Staff

RSA-TS-Staff@librariesofrsa.simplelists.com

The place for general TS talk.

Circulation Staff Forums:

Circulation Services Staff

RSA-Circ-Staff@librariesofrsa.simplelists.com

All member library staff working in circulation related areas, this is the forum for you. RSA staff will also use this forum to send targeted emails when they are related to using the system for circulation purposes. If you have questions, suggestions, how-to's, or other thoughts about using the system for circulation related things, this is the place to discuss them.

Circulation Policies & Standards RSA-Circulation-Policies@librariesofrsa.simplelists.com

If you'd like to participate in creating, reviewing, or revising RSA's general circulation operations type rules, or have questions about them, this is the place to discuss. RSA staff will use this forum to discuss future policy, standards, and guidelines. This is the primary forum for all non-cataloging related policies and standards.

Targeted Audience Forums:

RSA Support Site, RSACat, RSACat App RSA-SupportSite-RSACat@librariesofrsa.simplelists.com

This is the place to ask your questions, provide feedback, or share tips and tricks for RSACat and RSACat Mobile or about the RSA Support Site.

Reports & BLUEcloud Analytics RSA-Reports-BCAnalytics@librariesofrsa.simplelists.com

If you have a BLUEcloud Analytics account, you will be mandatorily added to this forum. This is the place for everything reports related, no matter where those reports come from. If it's an RSA report, this is the place to discuss.

Solo & Single Librarian+ RSA-Single-Librarians@librariesofrsa.simplelists.com

The forum to discuss issues specific to solo librarians or those with only 1 or 2 staff.

Middle Managers RSA-Middle-Managers@librariesofrsa.simplelists.com

The forum to discuss issues with other middle managers in RSA libraries.

Marketing Staff RSA-Marketing@librariesofrsa.simplelists.com

Adult Programming RSA-Adult-Programming@librariesofrsa.simplelists.com

Juvenile & Young Adult Librarians RSA-JUV-YA-Librarians@librariesofrsa.simplelists.com

Juvenile & Young Adult Programming RSA-JUV-YA-Programming@librariesofrsa.simplelists.com

ADML ADML@librariesofrsa.simplelists.com

All ADML library Directors are mandatory members of this list. All other staff from libraries with ADML memberships may wish to join. The few non-RSA member libraries who are part of ADML are also part of this forum. This is the forum for all ADML related issues.

ERead IL/Hoopla/eStuff (not ADML) RSA-eReadIL-Hoopla-eStuff@librariesofrsa.simplelists.com

Lost & Missing Items (check shelves) RSA-Lost-Missing@librariesofrsa.simplelists.com

Free, For Sale, and Wanted RSA-Free-ForSale-Wanted@librariesofrsa.simplelists.com

Library to Library RSA-Library-to-Library@librariesofrsa.simplelists.com

Used by libraries for libraries to announce events, networking groups, meetups and more.

Regional Email Groups

In general, these will be low traffic forums primarily used by RSA staff to send information specific to one or more regions. For example, looking for a library to host a meeting in the Western region. Directors are mandatorily signed up for the region appropriate for their library. Other staff may request to join their regional group as well.

Region, Central RSA-Region-Central@librariesofrsa.simplelists.com

Region, Eastern RSA-Region-Eastern@librariesofrsa.simplelists.com

Region, Northern RSA-Region-Northern@librariesofrsa.simplelists.com

Region, Southern RSA-Region-Southern@librariesofrsa.simplelists.com

Region, Western RSA-Region-Western@librariesofrsa.simplelists.com