

### RSA Documentation for Member Libraries

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
<a href="#">About RSA</a>							
<a href="#">Directors and Admin Handbook</a>							
<a href="#">Training Policy Update</a>							2019-12-09
			<a href="#">RAILS / RSA What are the Differences?</a>				2024-03-19
				<a href="#">RSA Contact List</a>			2024-03-04
				<a href="#">Terms Used in Policies</a>			2024-03-08
<a href="#">Get in Touch</a>							
<a href="#">Email Groups Listing</a>							
				<a href="#">RSA Email Groups Addresses - Suggested and Mandatory Memberships</a>			2024-08-16
					<a href="#">RSA Email Groups Signup &amp; Selection Form</a>		2024-05-15
<a href="#">General Forms</a>							
					<a href="#">Change Contact Primary Email Account</a>		2024-05-17
					<a href="#">Change Your Library's Hours, Contact Info, Address and More Form</a>		2022-01-17
					<a href="#">Open a New Case in the RSA Help Desk Form</a>		2022-01-17
					<a href="#">Request an In-Person or Virtual Site Visit with Member Services or Cataloging Form</a>		2024-01-25
					<a href="#">RSA Site Visit Evaluation Form</a>		2021-02-23
					<a href="#">RSA Training Course or Workshop Evaluation Form</a>		2021-02-18

**RSA Documentation for Member Libraries**

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
<b>Report Request Forms</b>							
					<a href="#">Report Request: Correct, Modify, or Update an Existing Subscription Form</a>		2022-02-23
					<a href="#">Report Request: New Report Subscription Form</a>		2023-05-12
					<a href="#">Report Request: One-time Report Form</a>		2022-01-17
					<a href="#">Report Request: Resend a Scheduled Report Form</a>		2022-01-17
<b>Governance Documents</b>							
							<a href="#">RSA Bylaws</a> 2024-07-01
							<a href="#">RSA Intergovernmental Agreement</a> 2024-07-01
							<a href="#">RSA Intergovernmental Agreement - Exhibit A</a> 2024-06-30
							<a href="#">RSA Membership Regions and Members by Region</a> 2024-07-01
					<a href="#">Defining Policies, Standards, Procedures, and more</a>		2021-10-27
					<a href="#">Implications of an RSA Member Library Withdrawing OCLC Membership</a>		2024-03-26
					<a href="#">RSA System Functionality Detailed</a>		2024-07-01
					<a href="#">RSA System Functionality Overview</a>		2024-07-01
<b>Independence Project</b>							
					<a href="#">Key Dates in RSA's Independence Project*</a>		2023-08-04

**RSA Documentation for Member Libraries**

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
			<a href="#">What the RSA Independence Project (RIP) means to your Library</a>				2023-09-26
<b>Member Libraries</b>							
		<a href="#">RAILS Delivery Codes and Labeling</a>					2024-07-03
						<a href="#">RSA Library Delivery Codes</a>	2024-04-29

**RSA Documentation for Member Libraries**

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<b>Operations Manual</b>							
			<a href="#">RSA Operations Manual</a>				2024-07-12
<b>Operations Department Documents</b>							
<b>Barcodes and Equipment</b>							
			<a href="#">Mod 10 Calculation</a>				2024-02-14
			<a href="#">Ordering and Re-Using Barcodes</a>				2024-01-19
<b>Billing (links to Billing landing page)</b>							
<a href="#">Fine Block Limits</a>							2024-05-09
<a href="#">Notifications and Billing for Transited RSA Member</a>							2019-11-22
<a href="#">Library Items</a>							
			<a href="#">Adding a Bill and Bill Note Before Removing a Lost Item</a>				2024-08-26
				<a href="#">Adding a Bill and Bill Note Before Removing a Lost Item (video 1:25)</a>			2024-04-09
			<a href="#">Bill Notes</a>				2024-04-09
				<a href="#">Billing a User</a>			2024-04-09
				<a href="#">Billing Training Resources</a>			2024-04-26
					<a href="#">Paying Bills in WorkFlows or Online (video 7:25)</a>		2021-05-04
<b>Billing Parameters (links to Billing Parameters page)</b>							
						<a href="#">Bill Reasons*</a>	Monthly
						<a href="#">Default Prices and Processing Fees*</a>	Monthly
						<a href="#">Payment Types</a>	2023-12-12

**RSA Documentation for Member Libraries**

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed	
<b><a href="#">BLUEcloud Analytics (BCA)</a></b>								
<a href="#">BLUEcloud PII Library Agreement</a>							2024-03-21	
<a href="#">BLUEcloud PII Staff Agreement</a>							2024-03-21	
			<a href="#">BC Analytics – Exploring Data with Excel</a>				2016-09-14	
				<a href="#">Interactive Collection / Shelflist Browser</a>			2024-08-06	
			<a href="#">BC Analytics – Save and Save As vs Create Personal View</a>				2016-08-25	
				<a href="#">BLUEcloud Analytics - Creating a Personal View</a>			2024-08-05	
					<a href="#">BLUEcloud Analytics - Creating a Personal View (video 5:23)</a>		2021-04-22	
			<a href="#">BLUEcloud Analytics (BCA) for Analyst Users</a>				2016-10-04	
			<a href="#">Instructions for Subscribing to Reports via Email in BCA</a>				2016-07-25	
				<a href="#">BLUEcloud Analytics - Logging In</a>			2024-08-16	
					<a href="#">BLUEcloud Analytics - Logging In (video 3:25)</a>		2021-04-22	
				<a href="#">BLUEcloud Analytics - Running a Report</a>			2024-08-05	
					<a href="#">BLUEcloud Analytics - Running a Report (video 4:28)</a>		2021-04-22	
				<a href="#">BCA – WorkFlows Terminology</a>			2016-12-12	
<b><a href="#">Circulation Handbook</a></b>								
<b><a href="#">Circulation Topic Overview</a></b>								
<b><a href="#">Add Brief Title Helper</a></b>								
		<a href="#">Setting Up the Add Brief Title Helper</a>						2024-07-29

**RSA Documentation for Member Libraries**

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
			<a href="#">Using the Add Brief Title Helper</a>				2024-07-29
<b>Checkout</b>							
				<a href="#">Display an Alert for Previous Loan</a>			2024-03-06
					<a href="#">Checking out an Item (video 3:20)</a>		2021-05-04
<b>Circulation Helpers in WorkFlows</b>							
			<a href="#">Circulation Helpers</a>				2017-11
<b>Circulation Overview</b>							
					<a href="#">Basic Circulation Workshop (video 42:15)</a>		2023-01-11
<b>Circulation Quick Reference Guide (WorkFlows)</b>							
			<a href="#">WorkFlows Circulation Quick Reference</a>				2022-05
<b>Circulation Training</b>							
				<a href="#">Circulation Training</a>			2024-06-18
<b>Create and Delete a Temporary Record for a Non-RSA Interlibrary Loan Item</b>							
		<a href="#">Create and Delete a Temporary Record for Non-RSA Interlibrary Loan Item</a>					2024-06-26
<b>Discharge Items</b>							
			<a href="#">Back Dating Returns Using "Discharging Bookdrop"</a>				2024-01-24
				<a href="#">Discharge Item Transit Popup Box</a>			2017-07
				<a href="#">Discharging Items</a>			2024-09-03
					<a href="#">Basic Workflows - Returning Materials (3 Wizards) (video 8:04)</a>		2021-08-06
<b>Email Receipt Buttons</b>							
			<a href="#">Email Receipt Buttons</a>				2017-12
<b>Fine Fee Recommendations</b>							
			<a href="#">Recommendations and Considerations for Fine Free Libraries</a>				2020-07-27

**RSA Documentation for Member Libraries**

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
<b>Item Renewal</b>							
<a href="#">Item Renewal &amp; Hold Shelf Limits</a>							2024-02-09
		<a href="#">Item Renewal &amp; Hold Shelf Limits</a>					2024-02-09
				<a href="#">Renewing Items</a>			2024-09-03
					<a href="#">Renewing Materials (video 4:36)</a>		2021-08-06
				<a href="#">To-Date Checkouts and Renewals</a>			2020-01-08
<b>Item Search Helper</b>							
			<a href="#">Item Search Helper</a>				2024-09-26
					<a href="#">Basic Item Search and Display (video 8:04)</a>		2021-08-06
<b>Keyboard Shortcuts</b>							
				<a href="#">Function Keys and Keyboard Shortcuts for the Circulation Module</a>			unknown
<b>Lost, Missing, Damaged and LOSTTRANS Items</b>							
<a href="#">Receipt of Damaged Material</a>							2019-11-07
				<a href="#">Adding a Note about Item Damage</a>			2019-07-09
			<a href="#">Mark Item Lost Wizard</a>				2024-03-13
			<a href="#">Mark Item Missing Wizard</a>				2023-10-25
				<a href="#">Processing Found LOSTTRANS Items</a>			2018-03-07
<b>Mark Item Used Wizard</b>							
			<a href="#">Mark Item Used</a>				2015-03-25
<b>Patron Checkout History</b>							
			<a href="#">Checkout History</a>				2022-06
				<a href="#">Printing Charge History From RSAcat</a>			2024-02-15

**RSA Documentation for Member Libraries**

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
<b>Popular Reports for Circ Managers and Where to Locate Them</b>							
					<a href="#">Most Popular Reports for Circ Managers and Where to Locate them in BCA</a>		2023-08-25
<b>Serials Control Module</b>							
			<a href="#">Using the Serial Control Module in WorkFlows</a>				2024-08-05
<b>Special Due Date Helpers</b>							
			<a href="#">Special Due Date Helpers</a>				2024-08-16
					<a href="#">Special Due Date Helpers (video 3:25)</a>		2021-04-05
<b>Circulation Parameters</b>							
					<a href="#">Circ Rule Helper Checklist*</a>		2015-05-06
					<a href="#">Circ Rule Helper Checklist - Printable*</a>		2015-05-06
					<a href="#">Expanded Circ Map*</a>		Monthly
<b>Die Cut Shapes</b>							
					<a href="#">Die Cut Shapes Collection</a>		2024-03-21
					<a href="#">Die Shape Collection List</a>		2024-06-17
<b>Ebooks, Apps, and Marketing</b>							
			<a href="#">RSA ShoutBomb Brochure PDF</a>				2022-03
			<a href="#">RSA ShoutBomb Brochure Word</a>				2022-03
<b>CloudSource OA</b>							
			<a href="#">Accessing Online Articles (aka CloudSourceOA) in RSAcat</a>				2022-07-29



**RSA Documentation for Member Libraries**

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			<a href="#">Advanced Searching in Online Articles (CloudSourceOA) Search Tab</a>				2022-08-31
				<a href="#">CloudSourceOA FAQ for Library Staff</a>			2022-06-30
<b><a href="#">Emails and E-newsletter</a></b>							
				<a href="#">Changing Recovery Emails and Phone Number in RSA Gmail account</a>			2022-11-19
				<a href="#">How to Login to Your Library's Gmail Account</a>			unknown
				<a href="#">RSA Gmail Fact Sheet</a>			unknown
<b><a href="#">Holds (links to Holds Landing Page)</a></b>							
							<a href="#">Clean Holds Shelf List</a>
							2021-09-01
				<a href="#">Clean Hold Shelf Report</a>			2017-07
				<a href="#">NEWHOLDS Current Location</a>			2022-05-13
<b><a href="#">In-transit Items</a></b>							
							<a href="#">Sending and Receiving Items</a>
							2021-08-05
							2017-07
<b><a href="#">Printed Documents including PII</a></b>							
							2021-09-01
<b><a href="#">Reciprocity</a></b>							
							2024-05-09
			<a href="#">Items Requested by a Non-RSA Library</a>				2024-03-19
			<a href="#">RAILS Delivery Codes and Labeling</a>				2024-07-03
			<a href="#">Holds and Inter-library Loans in the System</a>				2011-05-06
			<a href="#">How Holds Work</a>				2017-08
			<a href="#">How Picklists Work</a>				2021-04
			<a href="#">Important Things about Holds</a>				2017-07

RSA Documentation for Member Libraries

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					<a href="#">Basic Holds Workshop video (58:40)</a>		2021-07-22
					<a href="#">Placing Holds video (6:53)</a>		2021-04-13
			<a href="#">Placing Book Club/ Classroom/ Research Holds</a>				2017-07
					<a href="#">Placing Book Club and Classroom Holds in WorkFlows video (6:30)</a>		2020-04-16
					<a href="#">Place Research Holds video (6:15)</a>		2020-04-16
			<a href="#">Setting Up and Using a NO-TRANSIT Account</a>				2020-10-29
			<a href="#">Special Locations (Reshelving and No-Transit)</a>				2020-10-29
			<a href="#">Why didn't my patron's hold get filled by my item?</a>				2021-05
				<a href="#">Onshelf Items Wizard</a>			2024-08-16
					<a href="#">WorkFlows Onshelf Items Wizard video (3:48)</a>		2020-06-12
				<a href="#">Hold Shows Available but Hasn't Transited to Pickup Library</a>			2024-04-26
				<a href="#">Holds Block Override Popup Box</a>			2017-07
				<a href="#">Holds Training Resources</a>			2024-04-26
				<a href="#">Looking up the Pick List on Gmail &amp; Trapping Holds</a>			2008-09
				<a href="#">Placing Copy Level Holds</a>			2017-07
				<a href="#">Placing Title Level Holds</a>			2017-07

RSA Documentation for Member Libraries

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				<a href="#">Sorting the Onshelf Items List</a>			unknown
				<a href="#">When Items are Unavailable to Fill Hold or Picklist Request</a>			2017-07
<a href="#">Holds Parameters (links to Holds Parameters Page)</a>							
						<a href="#">Hold Map</a>	Monthly
						<a href="#">Hold Rule Helper Checklist - Printable*</a>	2013-08-26
						<a href="#">Hold Rule Helper Checklist*</a>	2013-08-26
						<a href="#">Membership and Holds Groupings</a>	2022-09-20
<a href="#">Interlibrary Loan, Union List Holds, and Other Resource Sharing</a>							
			<a href="#">Items requested by a Non-RSA Library</a>				2024-03-19
				<a href="#">D1500 Numbers How to Use Them and How to Search for Them</a>			2024-01-23
<a href="#">Inventory Instructions and Item Statistics in WorkFlows</a>							
			<a href="#">WorkFlows Inventory Instructions</a>				2024-07-10
				<a href="#">WorkFlows Item Statistics</a>			2020-01-07
<a href="#">ILLINET and IPLAR Report Data</a>							
			<a href="#">ILLINET – Where to find the data to complete the survey using BCA</a>				2024-02-14
			<a href="#">Running Statistics Reports for Digital Collections in eRead Illinois</a>				2024-06-03

**RSA Documentation for Member Libraries**

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			<a href="#">Running Statistics Reports for Digital Collections in Overdrive/ADML</a>				2024-06-03
<b>Library Codes, Item and Patron Barcode Prefixes</b>							
						<a href="#">Library Codes</a>	2023-09-22
						<a href="#">RSA Item Barcode Prefixes</a>	2024-07-22
						<a href="#">RSA User Barcode Prefixes</a>	2024-07-22
<b>MobileStaff</b>							
			<a href="#">MobileStaff</a>				2024-09-23
				<a href="#">Kiosk Mode in MobileStaff</a>			2024-09-23
				<a href="#">MobileStaff Installation, Activation, and Setup</a>			2024-09-23
<b>Notices in WorkFlows</b>							
	<a href="#">Workflows Notices</a>						2021-10-27
			<a href="#">WorkFlows Notices</a>				2022-04-18
			<a href="#">Printing Notices in WorkFlows using WordPad</a>				2024-06-17
				<a href="#">Printing WorkFlows Notices in Word</a>			2023-12-06
				<a href="#">Patron Expiration Notice</a>			unknown
<b>Reports</b>							
				<a href="#">New Format to End of Month Reports</a>			2022-11-03
				<a href="#">New Monthly Reports</a>			2022-08-04
<b>RSAcats Search and Links</b>							
				<a href="#">How the RSAcat New Book Carousels work</a>			2024-04-11

RSA Documentation for Member Libraries

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					<a href="#">Basic RSACat search video (3:11)</a>		2021-08-21
					<a href="#">How to Scope RSACat Facets to Display Library Specific Results video (4:13)</a>		2020-04-23
					<a href="#">How to use the RSACat mobile app video (10:00)</a>		2020-06-08
					<a href="#">Turning on Circulation History via RSACat video(1:01)</a>		2020-06-06
<b>Users (links to Users landing page)</b>							
<a href="#">Patron Notes</a>							2012-12
					<a href="#">Removing a Blank Note from a User's Account</a>		2017-12
<a href="#">Patron Registration</a>							2024-06-04
					<a href="#">Enabling User Signature Uploads in WorkFlows</a>		2024-03-12
					<a href="#">Institutional Cards</a>		2024-07-23
					<a href="#">Reciprocal Patron Deletion Form</a>		2024-04-03
					<a href="#">Reciprocal Patron Deletion Form (form)</a>		2012-03-01
					<a href="#">Clone/Copy User Helper</a>		2024-09-03
					<a href="#">Clone/Copy User Helper (video 2:01)</a>		2020-06-12
					<a href="#">User Registration for Academic Libraries</a>		2018-03
					<a href="#">User Registration for Public Libraries</a>		2024-09-16
					<a href="#">User Registration for Public Libraries (video 11:03)</a>		2020-06-05
					<a href="#">User Registration Library Name Properties</a>		2018-03
					<a href="#">Basic Patron Registration (video 46:10)</a>		2024-03-26

RSA Documentation for Member Libraries

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			<a href="#">Configure Wizards to Start with User Search Helper</a>				2024-04-30
			<a href="#">Retention Schedule for Expired Patron Cards</a>				2023-08-09
					<a href="#">Purge Patron Form</a>		2024-06-26
			<a href="#">Patron Cards</a>				2024-08-01
		<a href="#">Children of Multiple Households</a>					2024-02-09
			<a href="#">Most Commonly Used User Profiles</a>				2022-04-18
			<a href="#">Removing a Request during Patron Deletion</a>				2012-05
				<a href="#">Cards for Kids</a>			2022-07
				<a href="#">Modify User/Preferred Name Bug</a>			2021-08-03
				<a href="#">Non-Resident Library Services for Veterans</a>			2022-03
				<a href="#">Property Settings for Check Duplicate User Search</a>			unknown
				<a href="#">Replacing a Lost Library Card</a>			2024-08-16
					<a href="#">Replacing a Lost Library Card (video 0:56)</a>		2024-03-25
		<a href="#">SEE-STAFF User Status</a>					2023-03-15
			<a href="#">Creating and removing a Pop-Up Alert</a>				2020-10-09
			<a href="#">Display User Wizard</a>				2024-09-03
					<a href="#">Display User Wizard (video 2:40)</a>		2021-10-27
			<a href="#">Intergovernmental Agreements</a>				2019-02-28
			<a href="#">User Search Helper</a>				2024-09-06
					<a href="#">Super Basic User Search (video 8:04)</a>		2021-08-17
			<a href="#">When do I use these User Profiles</a>				2024-01-16

**RSA Documentation for Member Libraries**

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				<a href="#">Finding the Previous User of an Item</a>			2024-05-01
				<a href="#">Patron PIN Masking in WorkFlows</a>			2019-02-19
				<a href="#">User Cat 11 Meanings and When to Use them</a>			2024-04-19
				<a href="#">User CAT Demographics Fields in WorkFlows Descriptions</a>			2024-03-13
				<a href="#">User Profile Recommendations for in-house use accounts</a>			2024-01-19
				<a href="#">User Registration Training Resources</a>			2024-04-29
<a href="#">User Parameters (links to Users Parameters page)</a>							
						<a href="#">Mandatory User Profile Codes</a>	2024-08-20
						<a href="#">User Profile Differences</a>	2024-05-07
						<a href="#">User Profiles*</a>	Monthly
<a href="#">WorkFlows Setup and Configuration, Receipts, Backup and Restore, Release Notes</a>							
<a href="#">WorkFlows Setup and Configuration</a>							
			<a href="#">Commonly Set preferences in Workflows for Circulation</a>				2023-06-02
			<a href="#">Using WorkFlows Offline Mode</a>				2023-10-24
			<a href="#">WorkFlows Supervisor Set-Up</a>				2024-06-17
				<a href="#">Check your WorkFlows version number</a>			2020-09-21
				<a href="#">Correct the Pathway for Viewing and Printing Reports in WorkFlows</a>			unknown
				<a href="#">Entering Closed Dates in WorkFlows</a>			2024-08-19

RSA Documentation for Member Libraries

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				<a href="#">How to Check the WorkFlows Max Response Size</a>			2018-01
				<a href="#">Patron Photos in WorkFlows</a>			2017-11
				<a href="#">Turn on Tabbed Windows in WorkFlows</a>			unknown
				<a href="#">WorkFlows Classic Mode</a>			2024-09-10
					<a href="#">WorkFlows Classic Mode (and how to get out of it) (video 3:17)</a>		2020-04-16
<b>Receipts</b>							
			<a href="#">Installing a Thermal Receipt Printer</a>				2016-04
			<a href="#">Receipt Configuration - Adding You Saved Info Line</a>				2019-01-22
			<a href="#">Receipt Configuration - Available Holds Slips</a>				2020-01-30
			<a href="#">Receipt Configuration - Date Due Slips Set Up</a>				2023-02-02
			<a href="#">Receipt Configuration - Hold Wrapper Slip</a>				2020-01-30
			<a href="#">Receipt Configuration - Pay Bill Slips</a>				2017-06
			<a href="#">Receipt Configuration - Reshelving Slips</a>				2016-03-31
			<a href="#">Receipt Configuration - Transit Slips</a>				2020-01-30
				<a href="#">WorkFlows Receipt Setup Locations</a>			2015-12-04
<b>Backup and Restore WorkFlows Configurations</b>							
			<a href="#">Back Up the WorkFlows Configuration Folder on Windows 7</a>				2013-07-22
			<a href="#">Back Up the WorkFlows Configuration Folder on Windows 10</a>				2016-08-17



RSA Documentation for Member Libraries

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			<a href="#">Copy the WorkFlows Configuration Folder on Windows XP</a>				unknown
			<a href="#">Replace the Workflows Configuration Folder on Windows 7</a>				2014-07-28
			<a href="#">Replace the Workflows Configuration Folder on Windows 10</a>				2016-08-17
<b>WorkFlows Tech Support and Download Files</b>							
		<a href="#">Upgrading the WorkFlows Staff Client for Symphony 4.1.0.0</a>					2024-03-19
			<a href="#">Workflows Upgrade Release Notes for Version 4.1</a>				2024-03-12
<b>School Handbook</b>							
	<a href="#">User Registration Standard for School Libraries</a>						2024-09-09
			<a href="#">User Registration for School Libraries</a>				2024-09-09
					<a href="#">User Registration for School Libraries (video 10:41)</a>		2020-07-28
		<a href="#">Discarding a Lost Item from a Graduated Student</a>					2024-09-11
			<a href="#">Welcome Back School Library Staff</a>				2024-08-23
					<a href="#">WorkFlows Circulation Overview for School Libraries (video 46:15)</a>		2020-08-31

RSA Documentation for Member Libraries

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
<a href="#">Cataloging Handbook</a>							
<a href="#">Cataloging Topic Overview</a>							
<a href="#">Batch editing Items</a>							
		<a href="#">Global Item Modification Wizard</a>					2022-06-09
		<a href="#">Using the Item Group Editor to Search for Items Assigned Cataloging Codes</a>					2014-02-25
		<a href="#">WorkFlows Item Group Editor Wizard</a>					2016-04-26
<a href="#">Best Practices</a>							
		<a href="#">Cooperative (Co-op) Collection</a>					2024-06-27
		<a href="#">Using a Shelf List versus the WorkFlows Inventory Item Wizard</a>					2018-03-06
			<a href="#">Audio Enabled Books</a>				2023-09-05
			<a href="#">Cataloging Best Practices for RSA Member Libraries</a>				2018-05-16
			<a href="#">Cataloging Magazines in WorkFlows</a>				2023-11-21
			<a href="#">GMDs versus Carrier Types on Bibliographic Records in WorkFlows</a>				2017-02-09
			<a href="#">Pagination Considerations in Cataloging</a>				2020-05-07
			<a href="#">What Is the Title Page Verso? A Parts of the Book Guide</a>				2022-05-18
				<a href="#">Prefer Library of Congress Records When Cataloging</a>			2023-06-27
<a href="#">Brief Records</a>							
		<a href="#">Cataloging Die Shapes and Sets</a>					2015-08-14

### RSA Documentation for Member Libraries

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed		
		<a href="#">Cataloging On Order Items</a>						2022-10-11	
		<a href="#">When RSA is Ready to Upgrade Your Brief item to an OCLC Record</a>						2023-05-10	
					<a href="#">When RSA Is Ready to Upgrade Your Brief Item to an OCLC Record (video 12:15)</a>			2023-03-21	
			<a href="#">Creating a Brief Record</a>					2024-05-31	
					<a href="#">How to Create a Brief Record with a UPC video (06:41)</a>			2022-06-30	
					<a href="#">How to Create a Brief Record with an ISBN video (07:43)</a>			2022-06-30	
					<a href="#">How to Create a Brief Record with an ISSN video (06:40)</a>			2022-06-30	
					<a href="#">How to Create a Brief Record without an ISBN, ISSN, or UPC video (06:57)</a>			2022-06-30	
				<a href="#">Cataloging Reserves &amp; Rentals</a>				2024-06-28	
<b><a href="#">Cataloging Codes</a></b>									
			<a href="#">Considerations for WorkFlows Item Category 1</a>						2014-03-10
			<a href="#">Getting Started with WorkFlows Item Categories 4 &amp; 5</a>						2014-04-24
			<a href="#">WorkFlows Item Categories 3, 4, and 5 FAQs</a>						2013-09-10
				<a href="#">Asterisked Display of Cataloging Codes</a>					2013-07-31

**RSA Documentation for Member Libraries**

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
<b>Cataloging Policies</b>							
<a href="#">AV Item Types Elimination</a>							2014-12-04
<a href="#">Core Competencies for Cataloging Staff at RSA Member Libraries</a>							2022-06-29
<a href="#">Homosaurus Cataloging</a>							2024-08-01
<a href="#">New Materials Item Types</a>							2022-05-10
	<a href="#">New Materials Item Types</a>						2022-08-22
	<a href="#">Bibliographic Database Standards</a>						1999-05
<b>Database Maintenance</b>							
				<a href="#">Database Maintenance Reports</a>			2024-03-22
					<a href="#">Tidy Cataloging Tips video (05:34)</a>		2020-04-23
<b>Entering Items</b>							
		<a href="#">Bibload</a>					2024-08-27
					<a href="#">OCLC Cataloging Level Loading Bib Records video (12:09)</a>		2016-03-14
		<a href="#">Change the Owning Library for an Item Cataloged in WorkFlows</a>					2020-04-21
		<a href="#">Creating Call Numbers for Multi-Piece Items</a>					2018-11-06
		<a href="#">Steps for Cataloging a Call Number (Brand New Title) on a Bibliographic Record in WorkFlows</a>					2020-07-08
		<a href="#">Steps for Cataloging an Item (Duplicate Copy)</a>					2020-07-08
<b>Matching</b>							
				<a href="#">Do Not Use a Record When</a>			2023-03-01

RSA Documentation for Member Libraries

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
					<a href="#">Matching a Record to Your Magazine</a>		2023-11-21
					<a href="#">Matching an OCLC Record to Your Book</a>		2021-02-25
					<a href="#">Matching an OCLC Record to Your Video or Sound Recording</a>		2021-03-01
					<a href="#">Search, Match, and Attach video (05:31)</a>		2023-08-17
					<a href="#">Bibliographic Record Tidbits video (08:40)</a>		2020-04-23
<b>Overviews</b>							
			<a href="#">Overview of the New Cataloging Process for Items without matching records</a>				2023-03-24
				<a href="#">Cataloging At-A-Glance</a>			2024-08-08
<b>Removing Items</b>							
			<a href="#">Deleting Items in WorkFlows</a>				2019-09-12
			<a href="#">WorkFlows Discard User</a>				2024-09-16
					<a href="#">Discard User, an Overview (video 11:06)</a>		2020-08-06
<b>Reporting Issues to RSA</b>							
							<a href="#">Advance Readers Copies</a> 2019-05-09
							<a href="#">Pirated Items</a> 2019-05-09
			<a href="#">Advanced Reader Copy (ARC) or Pirated Item in WorkFlows</a>				2020-01-20
			<a href="#">Reporting Cataloging Issues to RSA</a>				2022-10-13
<b>Searching for Items</b>							
			<a href="#">Search Strategy Guide for the WorkFlows Call Number and Item Maintenance Wizard</a>				2019-05-07
					<a href="#">Forgotten Search Strategies 1 video (06:55)</a>		2020-04-23

## RSA Documentation for Member Libraries

Policies	Standards	Procedures	Guides	Cheat Sheets	Other (Forms and Videos)	Parameters	Last updated/ reviewed
					<a href="#">Forgotten Search Strategies 2 video (06:00)</a>		2020-04-23
			<a href="#">WorkFlows format search enhancement</a>				2020-12-14
			<a href="#">WorkFlows Search Tips</a>				2023-11-28
				<a href="#">RSACat Library of Things Search Limit</a>			2020-02-13
<b>Settings</b>							
		<a href="#">Change the Default Library in the Call Number and Item Maintenance Wizard</a>					2020-04-21
			<a href="#">WorkFlows Cataloging Set-Up</a>				2024-07-03
<b>Transferring Items</b>							
		<a href="#">Transfer Wizard</a>					2020-08-19
					<a href="#">Basic Cataloging Level Transfer Wizard video (6:28)</a>		2016-03-14
<b>Cataloging Parameters (links to Cataloging Parameters Page)</b>							
						<a href="#">Home Location List*</a>	2023-11-08
						<a href="#">Item Category 1 list*</a>	2017-12-11
						<a href="#">Item Category 2 list*</a>	2014-03-04
						<a href="#">Item Category 3 list*</a>	2024-03-01
						<a href="#">Item Category 4 list*</a>	2024-09-18
						<a href="#">Item Category 5 list*</a>	2024-09-25
						<a href="#">Item Types*</a>	2023-11-08
						<a href="#">Mandatory Codes for RSA Libraries</a>	2021-08-20
						<a href="#">Serials Holdings Codes*</a>	Monthly
Asterisk denotes document hosted on old support site							