

# Welcome!

## RSA Cataloging Chat

### Wednesday, January 29, 2025

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WE WILL BEGIN AT 1:00 PM.

ALL ATTENDEES ARE MUTED, BUT YOU SHOULD HEAR MUSIC WHILE YOU WAIT.

PLEASE TYPE IN THE TEXT CHAT IF YOU NEED TECHNICAL ASSISTANCE.

# Let's introduce ourselves!

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Please type in the chat:

- Your name
- Your library

Image credit: [https://clipart-library.com/clipart/welcome-clipart\\_27.html](https://clipart-library.com/clipart/welcome-clipart_27.html)

# Meeting Housekeeping

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- Make sure your microphone is muted. You were automatically muted when you joined the meeting.
- Video is encouraged but optional.
- Enter questions in the chat window.
- If you prefer to ask your question verbally, unmute and ask to chime in.
- To turn on closed captioning, click “Show captions” on the Zoom toolbar.
- This meeting will be recorded, and these slides will be available. Watch the RSA Cataloging email forum for an announcement.
- The Cataloging Chat agenda is available on the Membership Chats page on the RSA support site: <https://support.librariesofrsa.org/meetings/membership-chats/>

# Cataloging Maintenance Center (CMC) Update

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Dr. Pamela Thomas, Bibliographic Grant Manager

618-467-8649

[cmc@illinoisheartland.org](mailto:cmc@illinoisheartland.org)

Overview:

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

Upcoming CMC events are listed [here](#).

# RAILS Cataloging Services Update

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Nincy George, Cataloging Services Manager

630.734.5128

[nincy.george@railslibraries.org](mailto:nincy.george@railslibraries.org)

Cataloging Training:

<https://railslibraries.org/catalogs/training>

World Language Cataloging Services:

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

# BLUEcloud Analytics Interactive Dashboard Reports

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RSA has built several interactive, stand-alone dashboard reports in BCA to help you see how your collection is cataloged and how it is being used by patrons. These dashboards are super easy to run – one click!

- Interactive Collection Browser
- Holds Placed and Filled
- Checkouts and Renewals
- Checkouts and Renewals Over Time
- Reciprocal Borrows
- Transit Counts To and From My Library
- Most Popular Titles and Authors

# BLUEcloud Analytics Interactive Dashboard Reports

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Access the dashboards from the [BCA page](#) on the RSA support site → Topics → Reports → BLUEcloud Analytics (BCA)

A 3-page cheat sheet how to use the interactive dashboards is available [here](#).

A BCA account is needed to use the dashboard reports. Unsure of your BCA username or password? Interested in getting a BCA account? Email [help@rsanfp.org](mailto:help@rsanfp.org)

If you have questions about the dashboard reports, reach out to [help@rsanfp.org](mailto:help@rsanfp.org) or call 1-866-940-4083 and ask to talk to Kendal.

# BLUEcloud Analytics Training Video

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RSA conducted BCA training and general Q&A on January 23<sup>rd</sup>. There was a great turnout, with about 30 participants!

A recording of the training and Q&A session is available [here](#) on the RSA Youtube, as well as linked on the [BCA page](#) on the support site. The recording is just over an hour long.

Feel free to watch the recording even if you are an experienced BCA user – you may learn new tidbits!

Questions about BCA training? Reach out to [help@rsanfp.org](mailto:help@rsanfp.org) or call 1-866-940-4083 and ask to talk to Kendal.



# RSA Progress Upgrading Brief Records to OCLC Records

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519 = Number of brief records upgraded since the September 27, 2024 Cataloging Chat

RSA continues to work through a system-wide report of brief records with email addresses in their 592 fields, upgrading them to OCLC records.

RSA works through the report oldest to newest based on the brief record creation date.

RSA is currently upgrading brief records entered in February 2023.

Remember to reply to RSA's email if you do not want to send the item. We will cancel the hold and delete the 592 field, so we do not contact you again about the item.

# Cataloging Maintenance Center Progress on the Backlog

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The CMC continues to upgrade braille, encoding level 8, and encoding level M records in the cataloging request backlog to full OCLC records.

- 269 = Encoding level 8 requests processed since the 09/27/2024 Cataloging Chat
- Only 1! = Open encoding level 8 request
- Age of the oldest open encoding level 8 request = 02/28/2019
  
- 138 = Encoding level M and braille requests processed since the 09/27/2024 Cataloging Chat
- 331 = Open encoding level M requests
- Age of the oldest open encoding level M request = 12/12/2018

The CMC continues to make excellent progress and is on track to finish the backlog by the end of this year. 😊

# Libraries Visited for Cataloging Site Visits

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Since the September 27, 2024 Cataloging Chat, the RSA cataloging team visited 12 libraries:

- A-C Central CUSD #262
- Beardstown CUSD #15 Gard Elementary School
- Blandinsville-Hire Library District
- Chenoa Public Library
- Chillicothe Public Library District
- Eureka CUSD #140 High School
- Greater West Central Public Library District
- Heyworth Public Library District
- Kewanee Public Library District
- Mount Hope – Funk’s Grove Townships Public Library District
- Prairie Creek Public Library District
- Wyoming Public Library District

We enjoyed visiting you. 😊 Thank you for hosting us!

Remember you can request a site visit here by choosing the cataloging option:

<https://form.jotform.com/RSAntp/RSA-site-visit-request>

# Mostly complete! 2024 Annual Cataloging Theme: Connecting with Catalogers

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- Rework of the Basic WorkFlows Cataloging Workshop and potentially the Bibload Workshop to encourage more members to participate. **The Basic Cataloging Workshop has been condensed to a single day, four-hour session. RSA has seen increased registration for this workshop. Reworking the Bibload Workshop has been backburnered, with Item Group Editor (IGE) training taking higher priority. More later in this meeting on IGE...**
- Launch of the RSA Technical Services Membership Group and email list after RSA becomes an Illinois Intergovernmental Instrumentality on July 1, 2024. **The Technical Services email list, along with the Cataloging and Cataloging Policies & Standards email lists (or “forums”), were launched.**
- Start of RSA Cataloging Chats to replace Database Committee meetings -- targeting three or four per year. **Cataloging Chats started last September.**
- Official launch of cataloging site visits. **These visits are underway and going well!**

# 2025 Annual Cataloging Theme: Internal Cross Training and Knowledge Sharing

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Over the course of this year, members of the RSA cataloging team will be training each other on various areas of support, such as (but not limited to):

- Removing individual cataloger accounts from WorkFlows
- Providing call number and ISBN addition assistance
- Resolving item on wrong record and duplicate record situations
- Providing troubleshooting support for bibload issues
- Advising on cataloging parameters (home locations, item types, etc.)

This theme will allow the RSA cataloging department to widen the depth of our knowledge and more importantly, provide more effective and responsive service to the RSA membership, rather than relying on a designated RSA staff member to help.

As cross training gets underway, when you reach out to the RSA Help Desk, you may work with a different RSA cataloger than usual depending on the topic of your question or issue.

# 2025 Annual Magazine Records

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If your library uses the Call Number & Item Maintenance wizard to catalog magazines in WorkFlows, when you catalog a 2025 issue for one of the magazine titles listed below, remember to use the record for that magazine with [2025] in its title.

These magazines have 2025 records in WorkFlows, each with [2025] in their title:

- *Better Homes and Gardens*
- *Consumer Reports*
- *Good Housekeeping*
- *National Geographic*
- *The New Yorker*
- *People*
- *Time*

Using annual records makes it easier to catalog the magazine in Call Number & Item Maintenance, as well as improves search and display in both WorkFlows and the RSAcat.

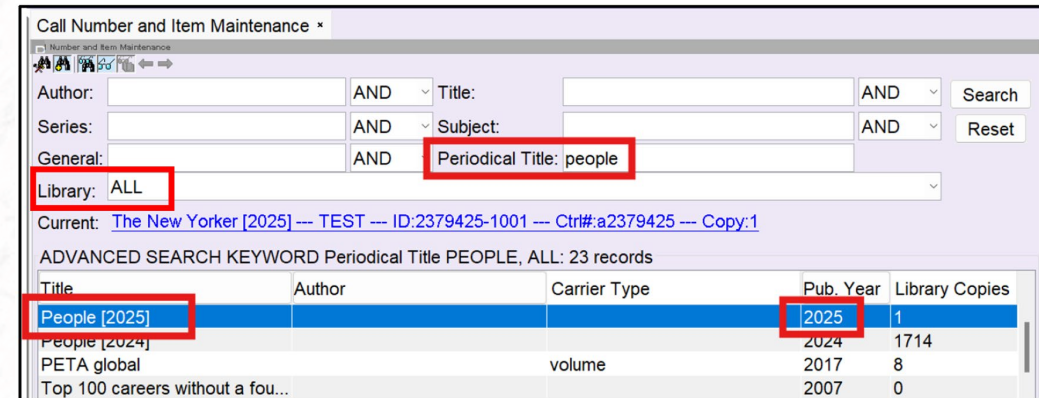
# 2025 Annual Magazine Records

For example, if cataloging a 2025 issue of *People*, search *People* in the Call Number & Item Maintenance wizard using the periodical title field.

Be sure to set the library to “all,” rather than your library, if you have not yet cataloged any 2025 issues of that magazine.

If you limit the search to your library, but you have not yet cataloged any 2025 issues of that magazine, the 2025 record will not be found.

In the result list, look for *People* with [2025] in its title and 2025 listed as the pub. year. Select the 2025 record, then click Modify at the bottom and add your magazine issue, just like you would for any other new item.



Call Number and Item Maintenance \*  
 Number and Item Maintenance  
 Author: [ ] AND Title: [ ] AND Search  
 Series: [ ] AND Subject: [ ] AND Reset  
 General: [ ] AND Periodical Title: people  
 Library: ALL  
 Current: [The New Yorker \[2025\]](#) --- TEST --- ID:2379425-1001 --- Ctr#:a2379425 --- Copy:1  
 ADVANCED SEARCH KEYWORD Periodical Title PEOPLE, ALL: 23 records

Title	Author	Carrier Type	Pub. Year	Library Copies
People [2025]			2025	1
People [2024]			2024	1714
PETA global		volume	2017	8
Top 100 careers without a fou...			2007	0

# 2025 Annual Magazine Records

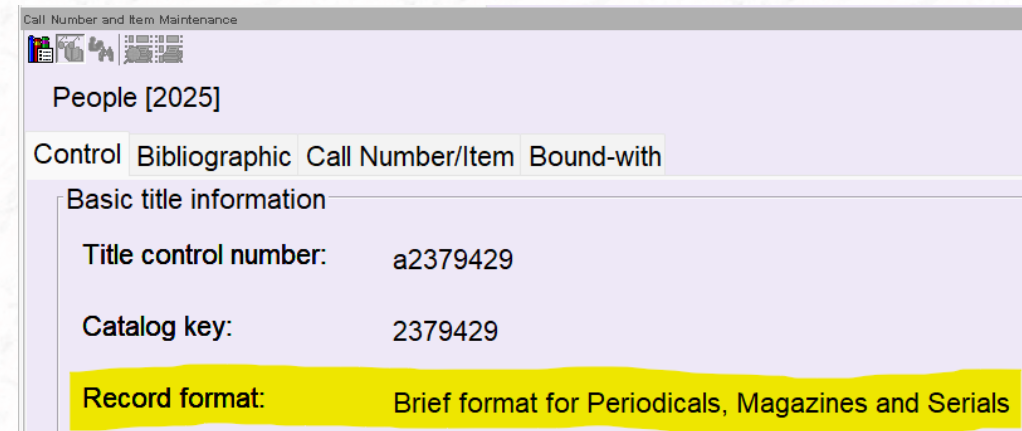
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- If your library uses the Serial Control module, continue using the comprehensive records to catalog your magazine issues. Using the comprehensive records avoids the need to create new serial control records on the annual records.
- If your library does not use Serial Control, and you have already cataloged 2025 magazine issues on the 2024 or comprehensive records (which describe all publication years), RSA will transfer your magazines to the 2025 records.
- No need to delete and re-catalog any 2025 magazine issues you wrongly cataloged on the 2024 or comprehensive records.
- RSA will reach out to make sure you understand to use the annual records going forward if we notice you are continually cataloging on the wrong records.
- Information about annual magazine records is mentioned in the [RSA Guidelines for Cataloging Magazines in WorkFlows](#).



# 2025 Annual Magazine Records

- Remember that annual magazine records appear on the brief record report because these records are assigned the brief serial format (BRIEF-SER).
- BRIEF-SER is the best format for the annual magazine records because they are locally created for use only in WorkFlows.
- You can find the record format by looking on the Control tab in the Call Number & Item Maintenance wizard, then the line that reads “Record format.” It will say “Brief format for Periodicals, Magazines and Serials” for the annual records.



Call Number and Item Maintenance

People [2025]

Control Bibliographic Call Number/Item Bound-with

Basic title information

Title control number: a2379429

Catalog key: 2379429

**Record format: Brief format for Periodicals, Magazines and Serials**

# Home Locations

created since the September 27, 2024 Cataloging Chat

<b><u>Home Location Code</u></b>	<b><u>RSACat Description</u></b>
EMERGE-NF	Nonfiction Emergent Readers
GENERAL	General Collection
J-AUD-CARD	Juvenile Audio Card
J-MANGA	Juvenile Manga
J-PHONICS	Juvenile Phonics Materials
NURSING	Nursing Collection
SPAN-ADULT	Spanish Adult Collection

Want to use any of these codes for your collection?  
Please email [help@rsanfp.org](mailto:help@rsanfp.org).

The complete list of home location codes is available [here](#).

# Item Types

created since the September 27, 2024 Cataloging Chat

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<u>Item Type Code</u>	<u>RSAcac Description</u>
AUD-BKMISC	Miscellaneous Audiobook

Want to use this code for your collection?  
Please email [help@rsanfp.org](mailto:help@rsanfp.org).

The complete list of item type codes is available [here](#).

None of these codes  
created since the September 27, 2024  
Cataloging Chat:

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Item Category 1

Item Category 2

Item Category 3

# Item Category 4s

created since the September 27, 2024 Cataloging Chat

<b><u>Item Category 4 Code</u></b>	<b><u>RSAcat Description</u></b>
APOCALYPSE	Apocalypse
CLEANREAD	Clean Read
JB-BK-CLUB	Read with Jenna / Jenna Bush Book Club
J-EARLCHAP	Juvenile Early Chapter Book
LANGUAGE	Language
MINDFUL	Mindfulness
PHILOSOPHY	Philosophy
PIRATES	Pirates
UNHOUSED	Unhoused (Homeless)

Want to use these codes for your collection?

Please email [help@rsanfp.org](mailto:help@rsanfp.org).

The complete list of item cat 4 codes is available [here](#).

# Item Category 5s

created since the September 27, 2024 Cataloging Chat

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<b><u>Item Category 5 Code</u></b>	<b><u>RSACat Description</u></b>
COOK-SNACK	Cooking - Snackfood
DYSLEXIA	Dyslexia
DYSTOPIAN	Dystopian
FL-NATIVE	World Language - Native Languages
J-EARLCHAP	Juvenile Early Chapter Book

Want to use these codes for your collection?

Please email [help@rsanfp.org](mailto:help@rsanfp.org).

The complete list of item cat 5 codes is available [here](#).

# Identifying Pirated Books

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Over the past few months, RSA has noticed an increase in pirated items, including books, being cataloged and circulated in WorkFlows.

RSA posted an announcement about this issue to the Directors and Cataloging email forums last week, but we want to share a reminder during this meeting as well.

What is pirating? Pirated refers to copyrighted materials, such as software, music, movies, and books, that are created and made available without the permission of the copyright holder.

Pirated books are often identified by at least one of these characteristics:

- Low quality binding. The glue may smell bad or spread unevenly.
- Second-rate paper. Pages may be thinner or unevenly cut.
- Bad print quality. Including missing pages or blurry images.

# Identifying Pirated Books

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Characteristics of a pirated book (continued):

- Low-grade cover quality. Book titles and author names are not centered properly.
- Missing copyright page or lack of legitimate publisher information.
- Blurry barcode or a barcode with a hint of color.
- Content may be plagiarized from outside sources, such as websites. (RSA has seen this characteristic with two books sent to us for brief record upgrades.)

If you encounter a pirated item in WorkFlows or the RSACat, be sure to report it to the RSA Help Desk at 1-866-940-4083 or [help@rsanfp.org](mailto:help@rsanfp.org). Detailed instructions what to do are available [here](#).

**No need for your library to contact the library that owns the pirated item. RSA will take care of doing that.**

If you need help identifying whether an item is pirated, please reach out to the RSA Help Desk. We will gladly review your item and determine if it can be cataloged in WorkFlows.



# Attaching to Existing Brief Records

- RSA recommends attaching your item to an existing brief record **\*only\*** if that brief record includes the author (when applicable), title, and an ISBN or UPC.
- RSA advises against attaching your item to a vague brief record with only the author and title.
- A vague brief record does not provide enough information to verify that the item in hand matches what the brief record describes.
- **Important to note is that a vague brief record is not wrong.** The item may not have had an author, ISBN, or UPC to enter on the brief record.
- You want to avoid attaching to a vague brief record because you cannot verify it is the best match for your item.

CARTOON CRAZE PRESENTS: FELIX THE CAT: WOOS WHOOPEE																				
Control	Bibliographic	Call Number/Item	Bound-with																	
Shadow title: N																				
Rec_T...	a	Bib_Lvl	m	TypeCtrl	Enc_Lvl															
Desc		Entrd	161227	Dat_Tp	n															
Date2		Ctry		Time	Audien...															
GovtPub		Form	0	Type_...	0															
Lang	eng	Mod_...		Source	u															
<table border="1"> <thead> <tr> <th>..</th> <th>Label</th> <th>Tag</th> <th>Ind.</th> <th>Contents</th> </tr> </thead> <tbody> <tr> <td>▾</td> <td>Title</td> <td>245</td> <td></td> <td>CARTOON CRAZE PRESENTS: FELIX THE CAT: WOOS WHOOPEE</td> </tr> <tr> <td>▾</td> <td>Held by</td> <td>596</td> <td></td> <td>G1_GWC-BOW</td> </tr> </tbody> </table>						..	Label	Tag	Ind.	Contents	▾	Title	245		CARTOON CRAZE PRESENTS: FELIX THE CAT: WOOS WHOOPEE	▾	Held by	596		G1_GWC-BOW
..	Label	Tag	Ind.	Contents																
▾	Title	245		CARTOON CRAZE PRESENTS: FELIX THE CAT: WOOS WHOOPEE																
▾	Held by	596		G1_GWC-BOW																

# Attaching to Existing Brief Records

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- If only a vague brief record exists in WorkFlows, create a new brief record that includes the author (when applicable), title, and the ISBN or UPC (if available). Using a separate brief record is important so your item is attached to a record that more accurately describes the item for patrons.
- Remember to use the 500 general note field to share details about the item that may be helpful for the patron to know.
- Using the 500 field is especially important if you need to create a vague brief record for an item that lacks an ISBN or UPC.
- In addition to sharing helpful details to the patron, the information in the 500 field may help other libraries determine if the brief record is a good match when they are cataloging their item.
- The Creating a Brief Record Guide includes screenshots of example brief records with 500 fields. This guide is available [here](#).

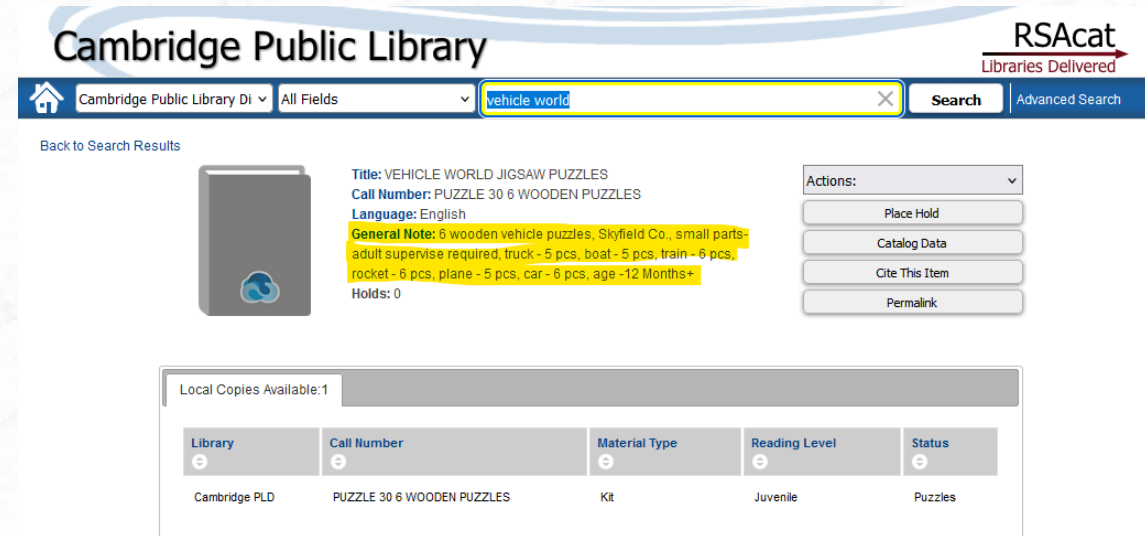
# Attaching to Existing Brief Records

Remember that the 500 field is visible in both WorkFlows and the RSAcat:

VEHICLE WORLD JIGSAW PUZZLES					
Control	Bibliographic	Call Number/Item	Bound-with		
Shadow title: N					
Rec_T...	a	Bib_Lvl	m	TypeCtrl	Enc_Lvl
Desc		Entrd	221206	Dat_Tp	n
Date2		Ctry		Illus	Audien...
Repr		Cont		GovtPub	ConfPub0
Festschr	0	Indx	0	Fiction	0
Lang	eng	Mod_...		Source	u


Label	Tag	Ind.	Contents
Title	245		VEHICLE WORLD JIGSAW PUZZLES
General Note	500		6 wooden vehicle puzzles, Skyfield Co., small parts- adult supervise required, truck - 5 pcs, boat - 5 pcs, train - 6 pcs, rocket - 6 pcs, plane - 5 pcs, car - 6 pcs, age -12 Months+
Held by	596		CMBRIDGE



**Cambridge Public Library** RSAcat  
Libraries Delivered

Cambridge Public Library Di | All Fields |  | Search | Advanced Search

Back to Search Results



Title: VEHICLE WORLD JIGSAW PUZZLES  
 Call Number: PUZZLE 30 6 WOODEN PUZZLES  
 Language: English  
**General Note:** 6 wooden vehicle puzzles, Skyfield Co., small parts- adult supervise required, truck - 5 pcs, boat - 5 pcs, train - 6 pcs, rocket - 6 pcs, plane - 5 pcs, car - 6 pcs, age -12 Months+  
 Holds: 0

Actions:

- Place Hold
- Catalog Data
- Cite This Item
- Permalink

Local Copies Available: 1

Library	Call Number	Material Type	Reading Level	Status
Cambridge PLD	PUZZLE 30 6 WOODEN PUZZLES	Kit	Juvenile	Puzzles

# Cataloging WhaZoodles

Playaway recently released a new product called the Whazoodle, which it describes as a “speaker sidekick” that “offers a learning approach that engages children through stories, activities, physical movement, interactive games, guided meditation, and immersive nature soundscapes” (from <https://www.playaway.com/our-products/whazoodle/all>).

Select fields from the *Backyard bugs!* WhaZoodle (OCLC title control number o1456020190):

245	0	0	Backyard bugs!.
250			Speaker v.1.
264	1		Solon, Ohio : Ꞥb Playaway Products, Ꞥc [2024]
300			1 audio media speaker (1:56:42) : Ꞥb digital ; Ꞥc 4.25 in. x 1.25 in. + Ꞥe 1 power charging cord
500			Issued on Playaways WhaZoodle, a pre-loaded fun and educational speaker designed for children ages 3-12.

# Cataloging WhaZoodles

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Please use the EQUIP-AUD item type for Whazoodles, which uses the description “Audio Equipment” in the RSAcat.

Reach out to [help@rsanfp.org](mailto:help@rsanfp.org) for help getting started with EQUIP-AUD or to check your existing circulation and hold rules for this item type.

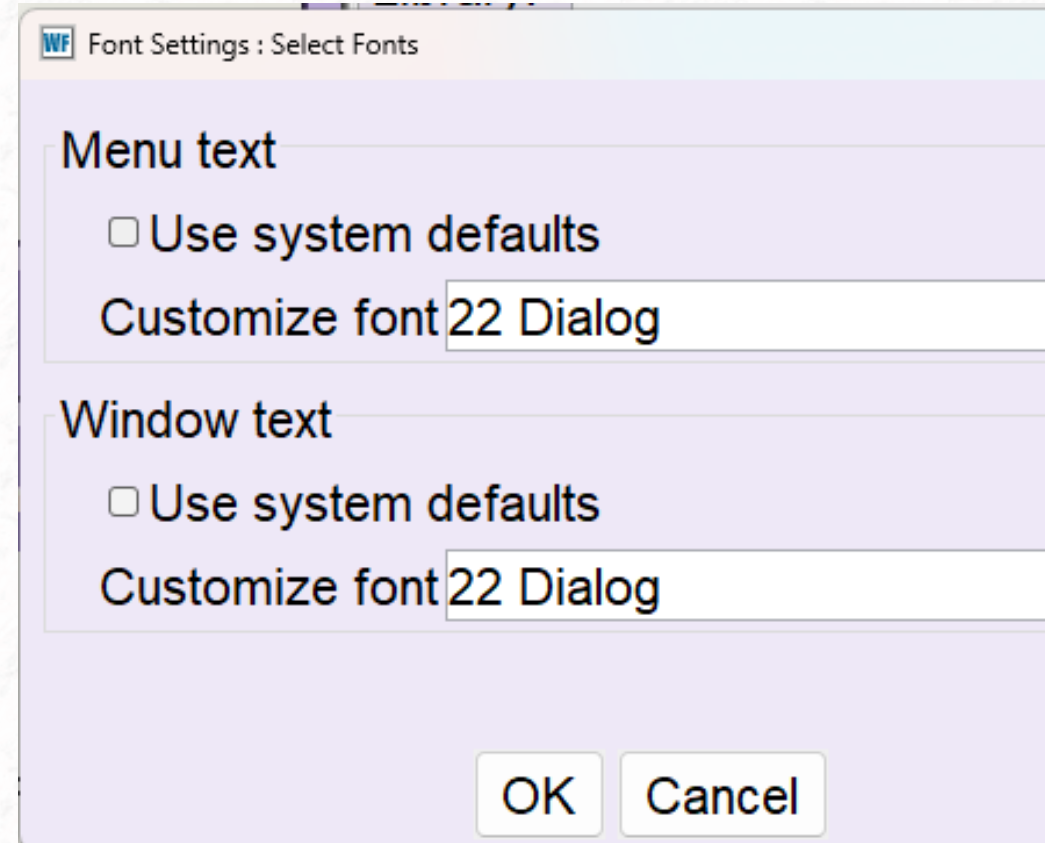
If your library uses OCLC Connexion or Record Manager, import the OCLC record for the Whazoodle into WorkFlows.

If your library does not use OCLC or cannot find a matching record there, create a brief record, entering Whazoodle in the title 245 field. Be sure to enter your email address into the 592 field on brief record if you would like RSA to eventually upgrade it to an OCLC record.

If you prefer the Whazoodle stay cataloged on the brief record, type “leave as brief” in the 592 field.

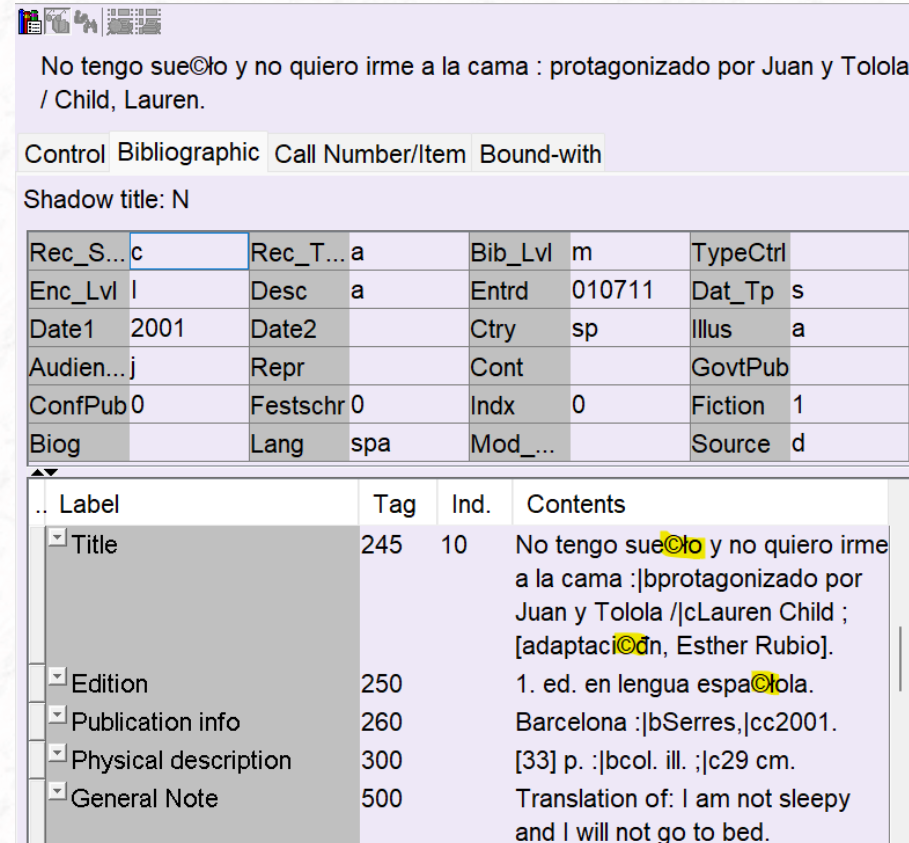
# Reporting WorkFlows Diacritic Errors

- If you notice strange characters on a WorkFlows record, especially a record that describes a world language item, the strange characters may be the result of a diacritic display error.
- First check your WorkFlows font to make sure Dialog or Lucida Console are selected if those fonts are available on your computer.
- If both Dialog and Lucida Console are unavailable, use the default font Verdana.
- Be sure to say yes to save the properties when you shut WorkFlows, so the font will still be in effect the next time you use WorkFlows on that computer.
- These instructions how to set your default font are included in the WorkFlows Cataloging Set-up Guide [here](#).



# Reporting WorkFlows Diacritic Errors

- If your font is correctly configured in WorkFlows, but the strange characters still display on the record, like the screenshot on this slide, send an email to [help@rsanfp.org](mailto:help@rsanfp.org)
- In your email subject line, type “Diacritic error.” Share the title and an item ID attached to the record.
- RSA will correct the diacritic error and confirm with you.
- You can still use the record to catalog your item, despite the diacritic error, if the core match points on the record match the item (i.e., author, title, publication information, physical description).



No tengo sue©lo y no quiero irme a la cama : protagonizado por Juan y Tolola / Child, Lauren.

Control Bibliographic Call Number/Item Bound-with

Shadow title: N

Rec_S...	c	Rec_T...	a	Bib_Lvl	m	TypeCtrl
Enc_Lvl	l	Desc	a	Entrd	010711	Dat_Tp s
Date1	2001	Date2		Ctry	sp	Illus a
Audien...	j	Repr		Cont		GovtPub
ConfPub	0	Festschr	0	Indx	0	Fiction 1
Biog		Lang	spa	Mod_...		Source d

Label	Tag	Ind.	Contents
Title	245	10	No tengo sue©lo y no quiero irme a la cama : bprotagonizado por Juan y Tolola / cLauren Child ; [adaptaci©dn, Esther Rubio].
Edition	250		1. ed. en lengua espa©ola.
Publication info	260		Barcelona : bSerres, cc2001.
Physical description	300		[33] p. : bcol. ill. ; c29 cm.
General Note	500		Translation of: I am not sleepy and I will not go to bed.

# Call Numbers with Pipes but No Zs

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- The |Z (pipe Z) analytic should be entered into call numbers attached to records that describe multi-piece items, where the items circulate separately.
- The pipe is created on the keyboard by shifting the key with the \ on the lower half of the key.
- The |Z allows patrons using the RSAcat to place holds on individual items from a multi-piece set.
- For example, you are attached to a record that describes the first season of the TV show *House*. Each disc cataloged on that record checks out separately. You would enter |Z before the disc number in the call number (e.g., DVD HOUSE SEASON 1|ZDISC 3).



# Call Numbers with Pipes but No Zs

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- Be careful when using the |Z analytic in call numbers that you remember to enter the Z after the |
- RSA has noticed a small but steady stream of call numbers in WorkFlows with | but no Z.
- If the Z is missing, the portion of the call number that appears after the | does not appear in the RSAcat, which could confuse patrons trying to use the call number to find the item on the shelf.
- RSA regularly checks for call numbers with | but no Z and corrects them. We will reach out if we notice a trend at your library creating these call numbers.
- If you would like a report run of your collection to see if there are any call numbers with this issue, submit a one-time report request [here](#) and mention “Call numbers with pipes but no Z.” RSA will run the report and follow up with you.

# Call Numbers with Pipes but No Zs

Example of a call number with | but no Z in WorkFlows versus the RSACat:

An Elephant & Piggie biggie! / Willems, Mo, author, illustrator.

Control Bibliographic Call Number/Item Bound-with

- KNOXVIL-PL
- MACOMB-PLD
- PK\_PEKINPL
- RANSOM-MEM
  - J/F WILL|VOL.1 - RANSO
  - A98000074026 - 1 - BO

Item Info Holds

Call number information

Call number: J/F WILL|VOL.1

Call library: RANSOM-MEM



**Title:** An Elephant & Piggie biggie!  
**Added Title:** Today I will fly!  
 Watch me throw the ball!  
 Can I play too?  
 Let's go for a drive!  
 I really like slop!  
**Author:** Willems, Mo author illustrator  
**Call Number:** J/F WILL  
**Publisher:** Hyperion Books for Children, an imprint of Disney Book Group,  
**Publication Date:** 2017  
**Edition:** First edition.  
**Physical Description:** 309 pages : color illustrations ; 24 cm.  
**ISBN:** 9781484799673  
**Series:** Elephant & Piggie book  
 Elephant & Piggie book.  
**Medium:** text  
 still image  
**Content Type:** volume  
**Language:** English  
**General Note:** Stories were originally published separately from 2007 to 2015.  
 Illustrations on lining-papers.  
**Contents:** Today I will fly! -- Watch me throw the ball! -- Can I play too? -- Let's go for a drive! -- I really like slop!  
**Summary:** For the first time ever, best friends Elephant and Piggie have five Biggie adventures in one book!  
**Holds:** 0

Actions:

Place Hold

Catalog Data

Cite This Item

Permalink

Local Copies Available: 1 [More Information about Title](#)

Library	Call Number	Material Type	Reading Level	Status
Ransom Memorial Public Library	J/F WILL	Book	Juvenile	Juvenile Fiction

# Call Number Batch Edits

- RSA worked with SirsiDynix to develop a custom report that can batch edit call numbers from one prefix to another.
- The call numbers must consistently use the same prefix, both the existing call numbers and the new call numbers, for the batch edit to be successful.
- Reach out to [help@rsanfp.org](mailto:help@rsanfp.org) if you have call numbers in your collection that you would like to use a different prefix to see if RSA can do a batch edit.
- In your email to the RSA Help Desk, mention the existing call number prefix and the new call number prefix that should be assigned via the batch edit.
- RSA will determine if the call number batch edit is possible. If so, RSA will share a report with you after the edit that confirms the specific call numbers changed. For example:

	<b>Previous Call Number</b>	<b>New Call Number</b>	<b>Title</b>	<b>Author</b>
1	GRAPHIC BOOK ABA	G ABA	Laika / Nick Abadzis ; color by Abadzis, Nick	A
2	GRAPHIC BOOK ABI	G ABI	I remember Beirut / Zeina At Abirached, Zeina, 1981-	A
3	GRAPHIC BOOK ABO	G ABO	Aya : the secrets come out / I Abouet, Marguerite, 19	A
4	GRAPHIC BOOK ABO	G ABO	Aya : love in Yop City / Margu Abouet, Marguerite, 19	A
5	GRAPHIC BOOK ABO	G ABO	Above the dreamless dead : World War I in poetry ar	A
6	GRAPHIC BOOK AID V.1	G AID V.1	Toilet-bound Hanako-kun / A Aidalro (Fantasy comic	A

# Reworking the Item Cat 3 Script

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- A re-cap of the item cat 3 script trouble:
  - Early each day RSA automatically runs an item cat 3 script that touches every item cataloged or edited since the script ran the day before.
  - The script makes sure each item is assigned the correct item cat 3 code based on its item type.
  - When determining items to be assigned the BRAILLE, GOV-DOC, and LARGEPRINT item cat 3 codes, the script looks at the coding in the bibliographic record.
  - An item assigned the LARGEPRINT item cat 3 is first set to the BOOK item cat 3 by the initial section in the script. Most large print items in WorkFlows are assigned the BOOK, N-BK, or N-BK-H item types, which all map to the BOOK item cat 3 in the script.
  - Then the script moves further along to the large print section in its coding. It finds that item matches the criteria of large print based on the Repr fixed field value and the physical dimensions in the 300 field on the bibliographic record.
  - As a result, the script edits the item from the BOOK to LARGEPRINT item cat 3. This process happens repeatedly each time the item cat 3 script runs.
  - Incorrect numbers of large print items are sometimes returned when searching by the LARGEPRINT item cat 3 in Item Group Editor, the Call Number & Item Maintenance “pickaxe” advanced search, running BLUEcloud Analytics item cat 3 counts, or searching RSAcat.
  - The problem stems from WorkFlows indexing not being updated after the script changes the item from the BOOK to the LARGEPRINT item cat 3. The indexing trouble is sporadic, not daily.

# Reworking the Item Cat 3 Script

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- Last fall RSA submitted a custom request to SirsiDynix to rework the item cat 3 script specifically to stop the LARGEPRINT item cat 3 trouble. SirsiDynix has started reworking the item cat 3 script this week. We are unsure how long it will take to develop, test, and implement.
- After it is reworked, the script will continue to run daily. It will first edit items to the LARGEPRINT, BRAILLE, and GOV-DOC item cat 3s based on designated item types or coding in the bibliographic record.
- Once the script edits the large print, braille, and government documents, it will edit the remaining items in WorkFlows to the appropriate item cat 3 based on the item type. The script will follow the item type / item cat 3 mappings found [here](#).
- When the script reaches the item type / item cat 3 mappings, it will ignore and not edit any large print, braille, and government documents because those items have already been edited earlier in the script. The large print, braille, and government documents will only be touched once by the script.
- Once the reworked item cat 3 script is implemented, please watch the Cataloging email forum for an announcement.

# Updated Cataloging Documentation

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**Cataloging At-A-Glance Cheat Sheet:** <https://support.librariesofrsa.org/project/cataloging-at-a-glance/> (RSA support site → Cataloging Handbook → Overviews)

This cheat sheet includes helpful tidbits to know about RSA cataloging, including WorkFlows cataloger accounts, WorkFlows “how to” refreshers, additional cataloging services, and 2025 Basic WorkFlows Cataloging, RSA Bibload Workshops, and RSA Cataloging Chats.

**Matching an OCLC Record to Your Video or Sound Recording:** <https://support.librariesofrsa.org/wp-content/uploads/2024/12/Matching-an-OCLC-Record-to-Your-Video-or-Sound-Recording-Cheat-Sheet-2024-12-02.pdf> (RSA support site → Cataloging Handbook → Matching)

This cheat sheet lists updated MARC fields to examine when comparing an OCLC record to a video or sound recording. Comparing the record to the item will help you determine if the record is a match and should be used to catalog the item.

# Upcoming Basic WorkFlows Cataloging Workshops

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**Thursday, February 27, 2025**

9:00 am – 1:00 pm on Zoom

Registration is available [here](#).

Registration deadline is February 13 at noon.

**Thursday, March 13, 2025**

10:00 am – 2:00 pm **in-person at Brown County PLD**

Registration is available [here](#).

Registration deadline is February 27 at noon.

**Tuesday, April 29, 2025**

12:00 – 4:00 pm on Zoom

Registration is available [here](#).

Registration deadline is April 15 at noon.

**Tuesday, May 27, 2025**

9:00 am – 1:00 pm on Zoom

Registration is available [here](#).

Registration deadline is May 13 at noon.

Additional Basic WorkFlows Cataloging Workshops are also listed on the [Cataloging At-A-Glance cheat sheet](#) or check the [L2 calendar](#).

# Upcoming Bibload Workshops

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**Tuesday, February 25, 2025**

1:00 – 3:30 pm on Zoom

Registration is available [here](#).

Registration deadline is February 18 at 5:00 pm.

**Friday, April 25, 2025**

10:00 am – 12:30 pm **in-person at Dunlap PLD**

Registration is available [here](#).

Registration deadline is April 18 at 5:00 pm.

Additional Bibload Workshops are also listed on the [Cataloging At-A-Glance cheat sheet](#) or check the [L2 calendar](#).



# Upcoming Item Group Editor Training

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Please watch the Cataloging email forum once Item Group Editor training begins to be offered.

The Item Group Editor wizard in WorkFlows allows you to search for a group of items in your collection and then make changes to all those items in a single batch.

Examples of values that can be changed using Item Group Editor include home location, price, item type, and item categories 4-5.

Please note the Item Group Editor does not batch edit call numbers.

RSA appreciates your continued patience as we put the finishing touches on this training. We look forward to starting to offer this training in the coming weeks. 😊

# Upcoming RSA Day Session

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## Colorful Cataloging: A Networking Event

Thursday, April 10, 2025

11:40 am – 12:40 pm

RSA Day at Five Points Washington

Registration: <https://librarylearning.org/event/2025-04-10/rsa-day-2025>

Join your fellow catalogers for a colorful networking session hosted by members from the RSA Cataloging Department.

This time is for you to discuss all things cataloging with other catalogers in RSA, while coloring the provided cataloging/library themed coloring pages as you chat.

Don't want to color? That's fine, too! Come for the snacks and networking.

At the end, you'll get to vote for the top three pictures colored during our session—winning colorists will get prizes!

We hope you can join us! 😊

# Thank you for joining us today!

Questions about what we discussed?  
 Please reach out to the RSA Help Desk:  
[help@rsanfp.org](mailto:help@rsanfp.org)  
 1-866-940-4083

Interested in these slides or the recording?  
 Watch the Cataloging email forum  
 for an announcement.

See you at the next RSA Cataloging Chat!  
 Thursday, May 29, 2025  
 10:00 am – 12:00 pm on Zoom  
 Register [here](#).



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