



RSA Email Forum Memberships Cheat Sheet

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RSA has established several email forums to enable RSA staff to communicate important information to staff at member libraries, and to gather feedback. A list of the forums grouped thematically is provided below.

The name of the forum has a clickable link. Clicking the link will open a new email to the forum. You can only email groups to which you are subscribed, but you can subscribe to groups by completing this form: <https://form.jotform.com/RSAntp/rsa-email-groups>.

Forum Name	Description	Subscribers
<i>Mandatory General forums</i>		
RSA-Announcements	Used by RSA to communicate general announcements with staff at all member libraries	Mandatory for everyone who subscribes to any forum
RSA-Directors	For RSA staff and directors at member libraries to share announcements, and ask questions of other directors	Mandatory for library directors and librarians in charge at school libraries are subscribed automatically
RSA-Pub-Acad-Spl-Staff	Used by RSA to contact public, academic, and specialist library staff, can be used by library staff to communicate with each other	Mandatory for staff at public, academic, and specialist libraries
RSA-School-Staff	Used by RSA to contact school staff, can be used by school staff to communicate with each other	Mandatory for staff at school libraries
<i>Electronic resource forums</i>		
ADML	For RSA staff and staff at member libraries to share announcements and to ask questions about ADML	Directors of ADML member libraries automatically subscribed. Staff may also be subscribed on request
RSA-eReadIL-Hoopla-eStuff	For RSA staff and staff at member libraries to share announcements and to ask questions about eRead Illinois, eRC connections, Hoopla, and other	Subscribed on request
RSA-SupportSite-RSAcat	For RSA staff and staff at member libraries to share announcements and to ask questions about RSAcat and RSA's support site	Subscribed on request

Cataloging, Circulation, and Reports forums		
RSA-Cataloging	For RSA staff and staff at member libraries to share announcements and to ask questions about cataloging	All staff with Individual Cataloging Accounts (ICAs) automatically subscribed. Staff may also be subscribed on request
RSA-Cataloging-Policies	Used by RSA staff to gather feedback on draft policies regarding cataloging	Subscribed on request
RSA-Circ-Staff	For RSA staff and staff at member libraries to share announcements and to ask questions about circulation	Subscribed on request
RSA-Circulation-Policies	Used by RSA staff to gather feedback on draft policies regarding circulation	Subscribed on request
RSA-Reports-BCAnalytics	For RSA staff and staff at member libraries to share announcements and to ask questions about Workflows and BCA reports	All staff with BCA accounts automatically subscribed. Staff may also be subscribed on request
Library to Library Communications		
RSA-Library-to-Library	The main way in which staff at RSA libraries can ask each other questions. Examples include questions about collection development, programming, items lost in transit.	Subscribed on request
Regional forums		
RSA-Region-Central RSA-Region-Eastern RSA-Region-Northern RSA-Region-Southern RSA-Region-Western	Used by RSA staff only to contact libraries in the region. For example, looking for a library to host a meeting in the Western region.	Directors of libraries in the regions are automatically subscribed. Also subscribed on request