



Using a NO-TRANSIT Account Cheat Sheet

Last updated: January 13, 2025

RSA recommends that member libraries establish a NO-TRANSIT user. If a library receives a hold request on an item (either via the picklist or the Onshelf Item wizard or receives a hold notice when discharging) and is not able to send the item, that item can be checked out to the NO-TRANSIT user. This action takes the items out of “In-transit” status and allows another item on the record to fill the hold. NO-TRANSIT should be used sparingly, and not for a group of items, like NEW items.

In December 2024, RSA staff created NO-TRANSIT Users for all the member library branches who didn’t previously have one set up. If you would like to start using your library’s NO-TRANSIT user but don’t know what it is, contact the RSA Help Desk at help@rsanfp.org. You will need to have a user barcode ready to assign to the NO-TRANSIT user in the same way as for the DISCARD user. Please add a library email to the NO-TRANSIT user.

Using the NO-TRANSIT User

Use the CheckOut Wizard to charge items to this account. If you receive a Holds Block Override notice, enter the override code “RSA” and choose “Override and Checkout Item” to proceed with the checkout.

Holds Block Override

Item has holds

This item is now being held for
D080896766 HUTSON, ANNA KATHERINE

Address

LS 027.6VELL Copy: 1
A13300856500 BOOK (PRO-SHELF)
Serving physically disabled people : an information handbook for
Velleman, Ruth A.

Hold block override:

Override & Checkout Item Override Checkout Item & Cancel Hold Do Not Checkout Item

DO NOT SELECT THE OVERRIDE CHECKOUT ITEM & CANCEL HOLD BUTTON!

If your item is the only item on the bibliographic record, and you will not be able to fill the hold, contact the patron’s home library to inform them that you cannot supply the item. The home library will remove the hold and try to find the item for their patron from another source.

Important notes about the NO-TRANSIT User:

- The NO-TRANSIT User Profile has a loan period of 7 days.
- Items can be shelved while charged out to the No Transit user.
- Items belonging to other libraries should not be charged to your NO-TRANSIT User.
- The NO-TRANSIT user will not accrue fines, but items left on this account beyond the due date will eventually enter Lost status and be billed to the account.
- Items charged to the No-transit user will display a status of “Available for local checkout (ask staff for location)” in RSACat, and a location of NO-TRANSIT in WorkFlows.

The screenshot displays the RSACat interface. At the top, there are tabs for 'System Copies Available' and 'Unbound Content'. Below this is a table with columns: Library, Call Number, Material Type, Reading Level, Item Notes, Status, and Item Holds. The table contains one row with the following data: Library: Resource Sharing Alliance NFP, Call Number: LS 027.6VELL, Material Type: Book, Reading Level: Adult, Status: Available for local checkout (ask staff for location), Item Holds: Hold Specific Copy. An orange arrow points from the 'Status' cell to the 'Item Holds' cell.

Below the table is a detailed view of the item. On the left, there is a tree view showing the hierarchy: Serving physically disabled people : an information h, AG_ALS-PDC, LS 027.6VELL - AG_ALS-PDC, and A13300856500 - 1 - BOOK - NO-TRANSIT. An orange arrow points from this item to the main details pane. The main details pane is divided into sections: Call number information, Item information, and other fields. The 'Call number information' section shows: Call number: LS 027.6VELL, Class scheme: DEWEY, Call library: AG_ALS-PDC, and Shadow call number: N. The 'Item information' section shows: Item ID: A13300856500, Copy number: 1, Type: BOOK, Item library: AG_ALS-PDC, Home location: PRO-SHELF, Current location: NO-TRANSIT, Item cat1: PROFESSNL, Item cat2: ADULT, Item cat3: BOOK, Item cat4: UNDEFINED, Item cat5: UNDEFINED, Number of pieces: 1, Media desk: Price: \$40.00, Total charges: 11, Circulate: N, Permanent: Y, and Shadow item: N. An orange arrow points from the 'Current location' field to the 'NO-TRANSIT' value.

At the bottom left of the details pane, there is a list of dates and activities: Date created: 11/21/2007, Date last charged: 10/29/2020, Date due: 11/5/2020,23:59, Last discharged: 8/3/2020,8:47, Date inventoried: 12/22/2016, Times inventoried: 3, Previous user ID: D210123682, Last activity: 10/29/2020, and In-house uses: 0.

For more information contact the RSA Help Desk at help@rsanfp.org or at 866-940- 4083.