

## **Using a NO-TRANSIT Account Cheat Sheet**

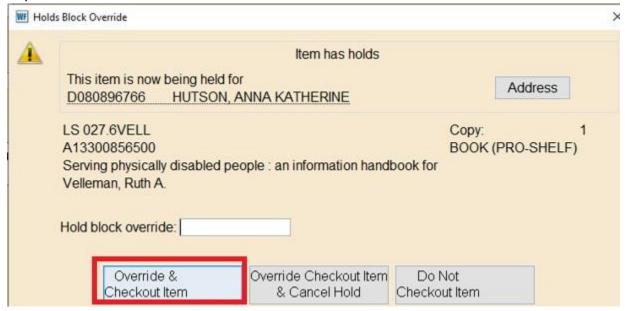
Last updated: January 13, 2025

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 <a href="help@rsanfp.org">help@rsanfp.org</a>. 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.

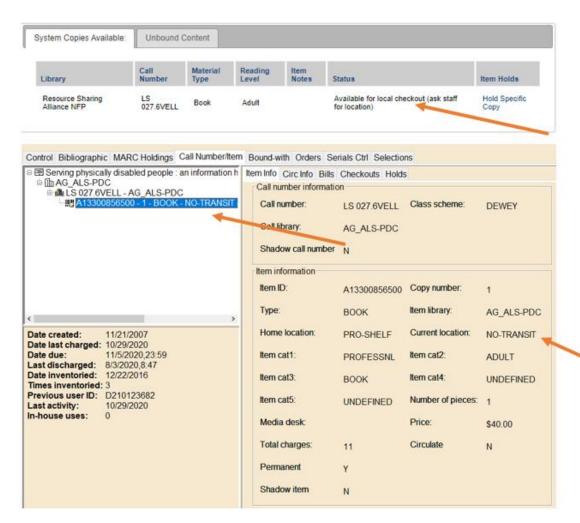


DO NOT SELECT THE OVERRIDE CHECKOUT ITEM & CANCEL HOLD BUTTON!

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.



For more information contact the RSA Help Desk at <a href="help@rsanfp.org">help@rsanfp.org</a> or at 866-940- 4083.