**Sharing and Holds Training Resources Cheat Sheet**

**Last updated: April 18, 2025**

RSA recommends that you review the following documents and videos available at our support site and YouTube channel. This list is a useful primer on RSA's policies and standards regarding Holds and on how to manage holds in WorkFlows. These resources should be useful both as a refresher and to be given to new staff at your library. While most of these resources are held on the Sharing and Holds page of the support site some are also held on and the Interlibrary Loan and Other Resource Sharing page.

Found on the Sharing and Holds Page: https://support.librariesofrsa.org/project/holds/

1. RSA Reciprocity Policy (2024-05-09): https://support.librariesofrsa.org/project/holds/#RSA_Reciprocity.
2. Clean Holds Shelf Policy (2021-08-05): https://support.librariesofrsa.org/project/holds/#Clean_Holds_Shelf_List.
3. In Transit Items Policy (2021-09-01): https://support.librariesofrsa.org/project/holds/#In_Transit_Items
4. Placing Holds Guide (2025-04-11): https://support.librariesofrsa.org/project/holds/#Placing_Holds.
5. Placing Book Club, Classroom or Research Holds Guide (2024-12-02) https://support.librariesofrsa.org/project/holds/#Placing_Book_ClubClassroom_or_Research_Holds.
6. Placing Book Club and Classroom Holds Video (6:30) (2020-04-16): https://www.youtube.com/watch?v=7fK3qPcgH0Q.
7. Placing Research Holds Video (6:15) (2020-04-16): https://www.youtube.com/watch?v=yImeJy0u1SI.
8. Processing Holds Guide (2025-04-11): https://support.librariesofrsa.org/project/holds/#Processing_Holds.
9. Processing a Hold that Shows Available but Hasn't Transited Cheat Sheet (2025-03-21): https://support.librariesofrsa.org/project/holds/#Processing_a_Hold_That_Shows_Available_but_Hasnt_Transited.
10. Using a No-Transit Account Guide (2025-01-13): https://support.librariesofrsa.org/project/holds/#Using_a_NO-TRANSIT_Account.
11. How Holds Work Guide (2025-04-11): https://support.librariesofrsa.org/project/holds/#How_Holds_Work.
12. Why Didn't my Item Fill My Patron's Hold? Guide (2024-12-16): https://support.librariesofrsa.org/project/holds/#Why_Didnt_My_Item_Fill_My_Patrons_Hold.

13. OnShelf Items Wizard Video (3:48) (2020-06-12): https://www.youtube.com/watch?v=fY3DQ0Kv6xY.


Found on the Interlibrary Loan and Other Resource Sharing page: https://support.librariesofrsa.org/project/ill-resource-sharing/.

14. RSA Membership List with Delivery Codes (2024-10-29): https://support.librariesofrsa.org/about/member-libraries/#_RSA_Member_Library_Delivery_Codes .
15. RAILS Delivery Codes and Labeling Procedure (2022-08-01): https://support.librariesofrsa.org/wp-content/uploads/2023/05/new-delivery-codes-22-07-28.pdf.
16. Items Requested by a Non-RSA Library Procedure (2024-03-19): https://support.librariesofrsa.org/project/ill-resource-sharing/#Items_Requested_by_a_Non-RSA_Library.
17. D1500 Numbers: How to Use Them and How to Search for Them Cheat Sheet (2024-01-23): https://support.librariesofrsa.org/project/ill-resource-sharing/#D1500_%E2%80%93_How_to_use_them_and_how_to_search_for_them.
18. Create and Delete a Temporary Record for a Non-RSA Interlibrary Loan Item Procedure (2024-06-26): https://support.librariesofrsa.org/project/ill-resource-sharing/#Create_and_Delete_a_temporary_record_for_a_Non-RSA_Interlibrary_Loan_Item.