

Welcome!

RSA Cataloging Chat

Thursday, May 29, 2025

WE WILL BEGIN AT 10:00 AM.

ALL ATTENDEES ARE MUTED. WE WILL PERIODICALLY DO SOUND CHECKS.

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

Let's introduce ourselves!



Please type in the chat:

- Your name
- Your library

Image credit: https://clipart-library.com/clipart/welcome-clipart_27.html

Meeting Housekeeping

- 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/>

RAILS Cataloging Services Update

Nincy George, Cataloging Services Manager

630.734.5128

nincy.george@railslibraries.org

Cataloging Training:

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

World Language Cataloging Services:

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

Cataloging Maintenance Center (CMC) Update

Dr. Pamela Thomas, Bibliographic Grant Manager

618-467-8649

cmc@illinoisheartland.org

Overview:

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

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

RSA Progress Upgrading Brief Records to OCLC Records

851 = Number of brief records upgraded since the January 29, 2025 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 July 2023.

If you are creating a brief record and do not want it upgraded to an OCLC record, remember you can type “leave as brief” (without quotes) into the 592 field on the brief record.

<input type="text" value="Cataloger Email"/>	592	Leave as brief.
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If RSA places a copy-level hold on a brief item that you do not want upgraded, please let us know. 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

In late April, the Cataloging Maintenance Center (CMC) finished working on the backlog of RSA cataloging requests submitted as far back as 2017 and as recently as 2020.

The backlog project began in October 2023 and consisted of:

- **4** braille books in need of upgraded or original OCLC records
- **3,318** pre-publication encoding level 8 records in need of upgrade to full bibliographic description in OCLC
- **1,358** minimal encoding level M records in need of upgrade to full bibliographic description in OCLC

The records that the CMC upgraded to full bibliographic description help improve the user experience. The full records make the items easier for staff and patrons to find, whether they are searching WorkFlows or the RSACat. The full bibliographic description will also help users understand what the item is about, helping them decide if they want to check it out or place it on hold.

A big thank you to the CMC staff for their excellent work over the past year and a half! 😊

Libraries Visited for Cataloging Site Visits

Since the January 29, 2025 Cataloging Chat, the RSA cataloging team visited 8 libraries:

- Clayton Public Library District
- Filger Public Library
- Jacksonville Public Library
- Knoxville Public Library
- LaHarpe Carnegie Public Library District
- Martin Township Public Library
- Morrison & Mary Wiley Library
- North Pike District Library

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

Starting this July, RSA operations and cataloging staff will be visiting every library in-person every 18 months. These in-person site visits are an RSA membership requirement. RSA will reach out this summer to begin scheduling the first round of site visits.

Remember you can request a site visit at any time by submitting this form and choosing the cataloging option:
<https://form.jotform.com/RSAnfp/RSA-site-visit-request>

Cataloging KIT Document

The Cataloging KIT document was shared during the Colorful Cataloging networking session at RSA Day this past April.

It mentions several ways to Keep In Touch (KIT) with fellow catalogers, including:

- Cataloging Chats
- RSA email forums
- Workshops
- Site visits
- iCAMP (more about iCAMP later...)

The Cataloging KIT document is posted here: <https://support.librariesofrsa.org/wp-content/uploads/2025/04/2025-Colorful-Cataloging-Infographic-KIT.pdf>

Creating Brief Records for Library Bound Items

The Creating a Brief Record Guide includes updated instructions for creating brief records for library bound items.

See page 14 of the guide posted here: <https://support.librariesofrsa.org/wp-content/uploads/2025/05/Creating-a-Brief-Record-Guide-2025-05-22.pdf>

Enter the ISBN for the paperback version of the book into the 020 and title control number fields on the brief record. The paperback ISBN is found on the book's title page verso.

If there is no paperback ISBN, use the hardcover ISBN in the 020 and title control number fields.

Enter the library binding ISBN in the 500 field. The library binding ISBN is often found on the book's back cover.

For example:

<div> <div></div> <div>General Note</div> </div>	500	Katie the Catsitter series. Graphic nove	Library binding ISBN: 9781984895646.
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Submitting ISBN Addition Requests

The Reporting Cataloging Issues to RSA Procedure includes an additional option for submitting ISBN addition requests.

See pages 2-3 of the procedure posted here: <https://support.librariesofrsa.org/wp-content/uploads/2025/05/Reporting-Cataloging-Issues-Procedure-2025-05-22.pdf>

If you only have a couple books in need of ISBN additions, attach these images of the book to your email to help RSA verify that the ISBN should be added to the existing record:

- Front cover
- Spine
- Back cover
- Title page
- Title page verso
- Last numbered page

Submitting ISBN Addition Requests

If you have more than a couple books in need of ISBN additions, follow these steps to avoid the need to take photos or scans of the items.

1. Ask RSA to place copy-level holds on the books in need of ISBN additions.
2. RSA will confirm once the holds have been placed.
3. Then you can trap the holds and drop the books into RAILS delivery directed to 200-EP on the delivery label.
4. Once the books arrive at the RAILS East Peoria office, RSA will use them to verify the ISBNs should be added to the existing records.
5. Then RSA will return the books in delivery.

Home Locations

created since the January 29, 2025 Cataloging Chat

<u>Home Location Code</u>	<u>RSAcat Description</u>
DISP-LP	On Display Large Print
EASY-BOARD	Easy Reader - Board Book
EZ-STACKS	Easy Reader - Stacks
J-LITKIT	Juvenile Literacy Kit
SCI-FAIR	Science Fair Collection
STORY	Story Collection

Want to use any of these codes for your collection?
Please email help@rsanfp.org.

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

None of these codes created since the January 29, 2025 Cataloging Chat:

Item Type

Item Category 1

Item Category 2

Item Category 3

Item Category 7

Item Category 8

Item Category 9

Item Category 10

Item Category 4s

created since the January 29, 2025 Cataloging Chat

<u>Item Category 4 Code</u>	<u>RSAcat Description</u>
BELPRE	Pura Belpre Award Winner
BELPRE-H	Pura Belpre Award Honor
BLACKHIST	Black History
CALDECOT-H	Caldecott Honor
CANNABIS	Cannabis
CHIVALRY	Chivalry
CITIZENSHIP	Citizenship
CLIMATJUST	Climate Justice
CORETTA-H	Coretta Scott King Honor
CORETTAKNG	Coretta Scott King Award Winner
CULTR-HIST	Cultural History
EXTORTION	Extortion
FANT-ROM	Fantasy Romance / Romantasy
FEMINISM	Feminism

Want to use these codes for your collection?

Please email help@rsanfp.org.

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

More Item Category 4s

created since the January 29, 2025 Cataloging Chat

Item Category 4 Code	RSACat Description
GEISEL	Theodor Seuss Geisel Award Winner
GEISEL-H	Theodor Seuss Geisel Honor
GRANDPARNT	Grandparents
JOURNALIST	Journalists
LABOR	Labor
LANG-LEARN	Language Learning
LGBTQROM	LGBTQ Romance
NEURODIV	Neurodiversity
NEWBERY-H	Newbery Honor
PRINTZ	Michael L. Printz Award Winner
PRINTZ-H	Michael L. Printz Honor
REPRODJUST	Reproductive Justice
SCHNEIDER	Schneider Family Book Award
SCHNEIDR-H	Schneider Family Book Honor
SCOUTING	Scouting

Want to use these codes for your collection?

Please email help@rsanfp.org.

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

More Item Category 4s

created since the January 29, 2025 Cataloging Chat

Item Category 4 Code	RSAcac Description
SIBERT	Robert F. Sibert Informational Book Medal
SIBERT-H	Robert F. Sibert Informational Book Honor
SPOOKY	Spooky
STSERIES-F	Story Time Series - Fall Theme
STSERIES-G	Story Time Series - General Use
STSERIES-S	Story Time Series - Spring Theme
STSERIES-W	Story Time Series - Winter Theme
TRAVELWRIT	Travel Writing
TRAVWRITER	Travel Writers

Want to use these codes for your collection?

Please email help@rsanfp.org.

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

Item Category 5s

created since the January 29, 2025 Cataloging Chat

<u>Item Category 5 Code</u>	<u>RSAcat Description</u>
AN-CONSERV	Animal Conservation
AN-RODENT	Animals - Rodents
CORETTA-H	Coretta Scott King Honor
CUL-KOREAN	Culture - Korean
CUL-MED	Culture - Mediterranean
EDUCATION	Education
EM-DESPAIR	Emotions - Despair
EM-JOY	Emotions - Joy
FIRSTRESP	First Responders
FL-TAMIL	World Language - Tamil
GEISEL	Theodor Seuss Geisel Award Winner
GEISEL-H	Theodor Seuss Geisel Honor

Want to use these codes for your collection?
Please email help@rsanfp.org.

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

More Item Category 5s

created since the January 29, 2025 Cataloging Chat

<u>Item Category 5 Code</u>	<u>RSAcat Description</u>
MULTCULTRL	Multicultural
NATPARKS	National Parks
PRINTZ-H	Michael L. Printz Honor
REG-POLAR	Region - Polar
SCHNEIDR-H	Schneider Family Book Honor
SCI-FOOD	Science - Food
SCI-VET	Science - Veterinary
SC-PHYSICS	Science - Physics
SC-ZOOLOGY	Science - Zoology
SIBERT-H	Robert F. Sibert Informational Book Honor
SOCIALCHNG	Social Change
SUPERVIL	Super Villains
VIOLENCE	Violence

Want to use these codes for your collection?
Please email help@rsanfp.org.

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

Item Category 6s

created since the January 29, 2025 Cataloging Chat

<u>Item Category 6 Code</u>	<u>Description</u>
OCLCEXCLUD	<p>OCLC Holding Not Updated</p> <p>If OCLCEXCLUD is assigned to an item, RSA will not update the library's holding for that item during the next run of the monthly process that batch updates OCLC holdings. Because the holding is not updated in OCLC, the item will not be visible for WorldShare ILL requests.</p>

OCLCEXCLUD is configured in each library’s item category 6 drop-down menu.

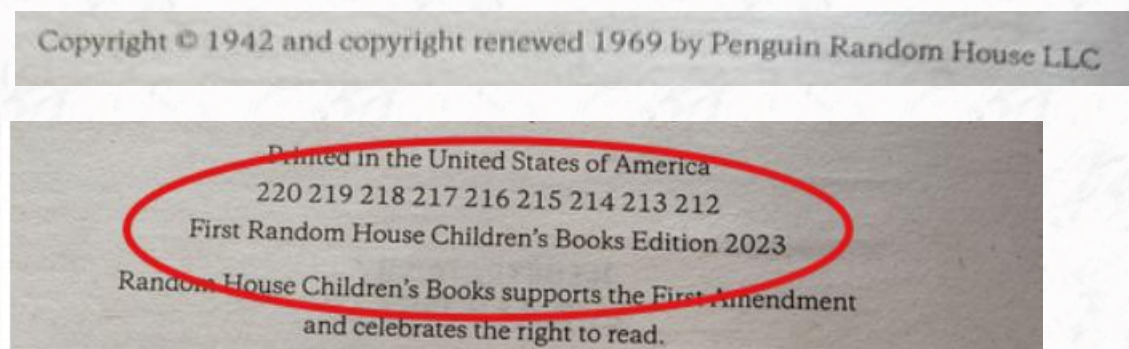
Item category 6 is only used for special projects that do not involve visibility to patrons in the RSACat. Reports using item category 6 cannot be run in BLUEcloud Analytics.

Assigning the OCLCEXCLUD item category 6 is optional.

Use UNDEFINED if OCLCEXCLUD is not applicable to the item you are cataloging.

Edition Dates When Comparing Your Item to a Record

Sometimes for older items that have been republished, you will see an older copyright date and an edition statement with a more recent date. For example:



When choosing between the older copyright date or the newer edition statement date, choose the edition statement date when comparing your item to the record.

The only exception would be if a book has an edition statement date and an explicit "published in" statement. For example, if the title page verso says "2023 edition" and "published in 2025," you would use 2025 when comparing your item to the record. Avoid reprint dates.

“New” Home Locations

If your library uses a “new” home location code, such as NEW-FIC or NEW-DVD, remember to edit the home location to the regular location when the item is no longer considered new in your collection. There are many items in WorkFlows that are at least a couple years old that are still assigned a “new” home location.

For example:

Date created: 1/10/2017

Item information	
Item ID:	A12603548840
Type:	BOOK
Home location:	NEW-FIC

Use the Global Item Modification or Item Group Editor (if you have access to the latter wizard) to batch edit the home location for no longer new items to the regular home location (e.g., FICTION, NONFICTION, etc.).

“New” Home Locations

Interested in reviewing a report of items assigned “new” home locations in your collection to see if any should be edited to a regular home location? Reach out to help@rsanfp.org

If you have more than a few no longer new items in need of edit, RSA can batch edit them if you tell us the regular home location to assign to them.

RSA does not have an automatic process to batch edit no longer new items in “new” home locations. There is too wide a variety of home locations used by the RSA membership that an automatic process is unfortunately not possible.

To help you monitor items when they are no longer new, RSA can subscribe your email to a report of items in “new” home locations with the item created date in the output. To subscribe to this report, submit a report request here: <https://form.jotform.com/RSAfp/RptReq-New>

Break time – See you in 5 minutes!



Image credit: <https://clipart-library.com/clipart/613226.htm>

Seed Library

Enhanced Brief Records & Guide

Seven broad category enhanced brief records are available in WorkFlows for your library to use to catalog its seed library. Titles include:

Title
SEED LIBRARY : SPECIALTY PLANTS OR SPECIAL USE PLANTS
SEED LIBRARY : ORNAMENTAL GRASSES AND DECORATIVE PLANTS
SEED LIBRARY : HERBS
SEED LIBRARY : ANNUAL AND PERENNIAL PLANTS
SEED LIBRARY : POLLINATOR GARDEN PLANTS
SEED LIBRARY : NATIVE ILLINOIS PLANTS
SEED LIBRARY : GARDEN VEGETABLES AND FRUITS

For example:

A library’s packet of cherry tomato seeds could be cataloged on the enhanced brief record with the title SEED LIBRARY : GARDEN VEGETABLES AND FRUITS. The library’s call number for their tomato seeds could be CHERRY TOMATO.

Seed Library

Enhanced Brief Records & Guide

Using the broad category enhanced brief records has two benefits:

- Increases visibility of the seed library to patrons searching the RSAcat.
- Enables easier tracking of seed library usage and the ability to compile more detailed statistics. This information can be used to justify a seed library to a Board, be used to determine which seed varieties are most popular for restocking purposes, etc.

The Utilizing RSA's Seed Library Broad Category Enhanced Brief Records Guide is now available on the support site: <https://support.librariesofrsa.org/project/utilizing-rsas-seed-library-broad-category-enhanced-brief-records-guide/>

This guide offers suggestions and steps for how to utilize the broad category enhanced brief records, details for how to track usage through the Ephemeral wizard, ideas for tracking implementation, information regarding how to suggest new broad category enhanced brief records, and more.

Seed Library

Enhanced Brief Records & Guide

Using the broad category enhanced brief records for your seed library is *not* required. The enhanced records are simply there if your library wants to use them.

Libraries currently using “standard” brief records in WorkFlows for their seed libraries are *not* required to stop using those records and use the broad category enhanced brief records instead.

If your library is currently using standard brief records and wants to switch to the broad category enhanced records, reach out to help@rsanfp.org . RSA will transfer your seed library items to the enhanced records while retaining all checkout statistics and item information. No need to delete your current seed library items and re-catalog them on the enhanced records.

If you have questions or a suggestion for a seed library enhanced brief record, reach out to help@rsanfp.org.

Uptick in Pirated DVDs & Blu-rays in WorkFlows

RSA has recently encountered several pirated discs in WorkFlows. Remember that pirated items of any format cannot be cataloged or circulated in WorkFlows based on this policy: https://support.librariesofrsa.org/wp-content/uploads/2022/12/Pirated_Item_Policy_FINAL.pdf

Shows and movies on streaming services, such as (but not limited to) Netflix, Disney+, and Apple TV, are not always released on physical disc.

Check the [DVD release dates website](#) and [Blu-ray.com](#) to see if the movie or show has been released on disc, ideally before you buy it, to make sure you are not buying a pirated item.

Amazon, Walmart, Target, and other large retailers may sell pirated DVDs and Blu-rays on their websites from third party vendors.

If you buy a pirated item, ask the seller for a refund and let them know the item was pirated so they can remove it from their web site.

If you buy a DVD or Blu-ray and suspect it may be pirated, RSA would be happy to look at it for you. Please reach out to help@rsanfp.org

New Item Cat 3 Report

Earlier this year SirsiDynix reworked the item cat 3 script to a custom WorkFlows report that runs each morning.

The purpose of this report is to ensure items are assigned the correct item cat 3, which is especially important for format searching in the RSAcat.

The report first makes sure item cat 3s are correctly coded as braille, government document, and large print based on the fixed field coding at the top of the bibliographic record.

Then, for any items that have not already been edited, the report makes sure the item is assigned the correct item cat 3 based on its item type according to these [mappings](#). For example, if a Blu-ray was accidentally assigned the book item cat 3 when it was cataloged, the report will edit it to the movie item cat 3.

There have fortunately been no issues with large print items being incorrectly assigned the book item cat 3 or an indexing lag in WorkFlows like we saw with the script. The script has been disabled and no longer runs.

Please reach out to help@rsanfp.org if you notice any issues with incorrectly assigned item cat 3s.

Enhancement to the BLUEcloud Analytics Interactive Collection Browser Dashboard

The [Interactive Collection Browser Dashboard](#) was recently updated to include a new interactive matrix that consists of a shelf list with selectable attributes in the columns and rows.

This matrix helps you take a deep dive into your collection. It is especially helpful for identifying cataloging mistakes.

You need a BLUEcloud Analytics (BCA) account to access the dashboard, but BCA training is not required. A recording from a BCA training session earlier this year is available here: <https://youtu.be/rnpFKKCiVZs>

To request the setup of a BCA account, confirm with your Director or supervisor it is ok for you to have an account. Then submit this form: <https://submit.jotform.com/RSAnfp/add-or-remove-a-staff-account>

If you find any issues with the new Collection Browser matrix, please reach out to help@rsanfp.org and put Kendal's name in the subject line.

Let's take a tour of the new matrix...

Upcoming Basic WorkFlows Cataloging Workshops

Tuesday, June 17, 2025

10:00 am – 2:00 pm **in-person at Edwards River PLD in Aledo, IL**

Registration is available [here](#).

Registration deadline is Tuesday, June 3 at noon.

Tuesday, July 15, 2025

12:00 – 4:00 pm on Zoom

Registration is available [here](#).

Registration deadline is July 1 at noon.

Thursday, August 7, 2025

9:00 am – 1:00 pm on Zoom

Registration is available [here](#).

Registration deadline is July 24 at noon.

Tuesday, September 9, 2025

10:00 am – 2:00 pm **in-person at Clover PLD in Woodhull, IL**

Registration is available [here](#).

Registration deadline is August 26 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

Thursday, June 26, 2025

9:30 am – 12:00 pm on Zoom

Registration is available [here](#).

Registration deadline is June 19 at 5:00 pm.

Friday, August 22, 2025

1:00 – 3:30 pm on Zoom

Registration is available [here](#).

Registration deadline is August 15 at 5:00 pm.

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

Item Group Editor Training

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.

Item Group Editor training is hosted in-person at your library, taking up to 2 ½ hours to complete.

Please reach out to help@rsanfp.org if you are interested in scheduling this training at your library.

2025-2026 iCAMP

The application period for the 2025-2026 iCAMP (Illinois Cataloging Mentorship Program) opens this summer, with a new cohort of mentors and mentees beginning in the fall.

Please keep an eye on the RAILS Technical Services and RSA Cataloging email forums for an announcement once the application period is officially open.

About iCAMP from its [website](#):

“The Illinois Cataloging Mentorship Program (iCAMP) operates on a comprehensive year-long framework designed to facilitate professional and personal development among its participants.

Through monthly meetings orchestrated by the iCAMP Mentorship Committee, mentees take actionable steps toward their goals and mentors gain insights through teaching. Participants foster connections, discuss goals, and attend professional development or recreational events together.

The program is committed to promoting professional advancement, refining cataloging skills, and fostering networking opportunities through structured, respectful, and collaborative relationships. iCAMP’s objective is to forge lasting relationships among participants and within the mentorship cohort.”

If you are currently participating in iCAMP, would you like to share your experience?

Open Discussion

Any cataloging questions
we can answer for you?



Image credit: https://clipart-library.com/clip-art/17-176745_questions-and-answers-transparent-background-question-clipart.htm

Thank you for joining us today!

Questions about what we discussed?
Please reach out to the RSA Help Desk:
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!
Friday, September 26, 2025
10:00 am – 12:00 pm on Zoom
Register [here](#).



Image credit: <https://clipart-library.com/clipart/clipart-images-summer-28.htm>