



## Cataloging Cake Pans Procedure

**Last updated: June 23, 2025**

### Before you begin:

- You will assign the REALIA item type code when cataloging a cake pan in WorkFlows. Before you begin using the REALIA code, you must contact the RSA Help Desk at [help@rsanfp.org](mailto:help@rsanfp.org) or 1-866-940-4083.

For the item type REALIA, we will need to know:

- Its loan period
- If it can be renewed
- If fines will be associated with it
- If all holds, local holds only, or no holds can be placed on it
  - Please note if you decide to allow local holds only, the cake pan could potentially appear on the picklist to be sent through delivery if a patron from your library places the hold in the RSACat and changes the pickup library to another library. The local hold would still be allowed on the cake pan since a patron from your library placed it.
- Is your item type, home location, or item category 4 drop-down menu in Workflows customized to only include those codes your library assigns to its items?

If any of these menus are customized, ask us to edit the menu to include the following codes for cake pans:

- Item type code: REALIA
- Possible home location codes for cake pans are listed below. Those home location codes that are non-holdable (cannot be placed on hold) are indicated below. Pick the home location code(s) that will work best for organizing your cake pans. The complete list of home location codes is posted at:

<https://alsi.sdp.sirsi.net/custom/web/RSAweb/SystemInfo/Parameters/Home%20Location%20Codes.xls>

- CONF-ROOM
- DESK-CIRC (non-holdable)
- DESK-C-HLD
- DESK-REF (non-holdable)
- DISPLAY
- NONFICTION
- OFFICE (non-holdable)
- SPECCOLL

- WORK-RM (non-holdable)
- Item category 4 code: CAKEPAN

**To create the catalog record for the cake pan:**

1. Log into WorkFlows using your individual cataloger account or your library's TECH account if you have not yet been assigned an individual account.
2. Go to the Cataloging module.
3. On the left, click the arrow to expand the Titles toolbar, if it is not already expanded.
4. Open the Add Title wizard on the Titles toolbar.
5. On the Bibliographic screen:
  - a. If your cake pan does not have an ISBN or UPC, leave the 020 and 024 fields blank.
    - If there is no ISBN or UPC, then there is no need to change the title control number on the Control tab—leave it as the default value WorkFlows automatically assigned.
    - If your item does have an ISBN or UPC, then do add that information to the appropriate field and update the title control number, which will allow the brief record to be replaced with a matching OCLC record.
  - b. It is likely your cake pan will not have a "Personal Author," so leave the 100-field blank.
    - If the manufacturer is known, that can be added to the 500 General Note field, if desired.
    - If your cake pan was created by an individual, then do add their name to the 100-field using the LAST NAME, FIRST NAME format.
  - c. Go to the line labeled "Title 245."
  - d. Under "Contents" for the 245 line, delete the auto-generated text **\*\*REQUIRED FIELD\*\***
  - e. Turn your Caps Lock key on. All words on this screen must be entered in upper case.
  - f. Under "Contents" for the 245 line, enter CAKE PAN first, followed by a colon, then a description of the type or mold of the cake pan.  
Example titles:
    - CAKE PAN: ANGEL FOOD
    - CAKE PAN: COOKIE MONSTER
  - g. In the 500 General Note field, add any information about the cake pan that you feel would be beneficial to patrons. This is optional and not required when creating the brief record.
    - Information that might be helpful include: pan dimensions (ex: 37 x 23 x 5 cm), description of the cake mold to add further detail for users, material type (metal, silicone, etc.), manufacture date, manufacturer name (ex: Wilton), stock number, or anything else you think a user might find useful to know.

- h. Type your email address in the 592 line if you want RSA to upgrade the cake pan's brief record to an OCLC record. Type "leave as brief" in the 592 line if you want the brief record to stay as-is and not be upgraded to an OCLC record.
  - i. Leave the other fields on this screen blank.
6. On the Call Number/Item tab:
- a. Call Number: Type CP (for Cake Pan), followed by a description of the type or mold of the cake pan. Thirty-two characters, including spaces, may be entered into the call number box.  
Example call numbers:
    - CP ANGEL FOOD
    - CP COOKIE MONSTER
  - b. Class scheme: DEWEY
  - c. Call library: your library's WorkFlows code
  - d. Item ID: Either type or scan in the barcode number assigned to the cake pan.
  - e. Type: REALIA
  - f. Item Library: your library's WorkFlows code
  - g. Home Location: Select a code from the drop-down menu. See the first page of these instructions for a list of possible home location codes.
  - h. *Required:* Item category 1: EQUIPMENT
  - i. *Required:* Item category 2: ADULT
  - j. *Required:* Item category 3: REALIA
  - k. *Recommended:* Item category 4: CAKEPAN
  - l. Item category 5: Select an applicable code. Refer to the complete list of item cat 5 codes posted at <https://alsi.sdp.sirsi.net/client/search/asset/3863>  
You can leave the item cat 5 as UNDEFINED if no code applies or you prefer not to assign an item cat 5.
  - m. Item categories 6-10: UNDEFINED
  - n. Media desk: Leave this box blank.
  - o. Number of pieces: Edit the number only if another item, such as a plastic bag, will circulate with the cake pan as one unit at check-out.
    - When the cake pan is returned, a pop-up box will alert circ staff that multiple pieces are being returned. Staff must enter the override password (i.e., RSA) to close the pop-up. If all the pieces are not returned, staff should cancel the return and contact the patron.
  - p. Price: Enter the replacement cost for the cake pan.
  - q. Place a check mark in the Shadow Item box if you do not want the cake pan to appear in the RSACat.
  - r. Extended Information: Enter additional information about the cake pan. Use of the extended information notes is optional.
    - CIRCNOTE: This note will appear as a pop-up when the item is checked out and when it is discharged. It does not require entry of the override password in order to close the pop-up.

- PUBLIC: This note appears in the RSAcat, visible to patrons.
  - STAFF: This note only appears when the item is viewed in WorkFlows.
7. Click the Save button on the bottom of the screen.

If you have questions about cataloging cake pans, please reach out to [help@rsanfp.org](mailto:help@rsanfp.org) or 1-866-940-4083.