



Resource Sharing Alliance
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Welcome to 2025/2026 School Libraries Guide

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Welcome Back

Are you new to your school, or new to the library? Have you heard of the Resource Sharing Alliance (RSA)? Do you need help checking out, placing holds, or cataloging materials? Are you having trouble logging into WorkFlows? Do you not know what WorkFlows is? Would you like RSA staff to visit you?

If you are new to RSA, please contact us by phone at 866-940-4083 or email the RSA Help Desk (help@rsanfp.org). We would love to get to know you and help you get to know RSA and the services we offer.

If you have questions, Please Bug Us!

You can contact us by phone at 866-940-4083 or email the RSA Help Desk (help@rsanfp.org). Our support site can be found at: <https://support.librariesofrsa.org/>.

We are here to help, whether you are brand new or a veteran library staff member. RSA is your library consortium. We provide access, training, and catalog support for library software called WorkFlows to 133 member libraries. And your library is a member.

See below for more important information and some start-of-school year reminders.

Closing Dates & End-of-Semester Dates

You may start submitting your closure dates for the 2025/2026 school year as soon as you know them. Send an email to help@rsanfp.org with the closure dates listed. Please do not send calendars.

EOS dates for the 2025/2026 school year for ALL school libraries who use them will be set to **5/15/2026** unless otherwise instructed. All check outs will be due on this date. If you wish to set a different EOS date, email the RSA Help Desk at help@rsanfp.org notifying us of the date that you wish to use.

If you would like books returned at the end of first semester in December before winter break, we can add that date also. The End of Semester date is used by the system to reduce your standard loan period when approaching that date. The End of Semester date becomes the due date when normal loan periods extend beyond that date. If you provide December and May dates, once the December date passes, your checkouts return to your normal loan length until the May date approaches.

If you notice your materials checking out for one day, the reason is probably that your last End of Semester date has passed and needs to be updated. Please email help@rsanfp.org with your 2025/2026 End-of-Semester dates.

Delivery Start Date

Delivery of materials for schools will resume on Monday, August 18, 2025. Please stay tuned for an email from RAILS Delivery with more information about this. You will be receiving communications about this resumption from Robert Morgan, the RAILS East Peoria Delivery Services Manager.

An up-to-date list of RSA members with delivery codes can be found here:

<https://support.librariesofrsa.org/about/member-libraries/>. If you have questions about delivery, please email railsdelivery@railslibraries.org or call Robert at (309) 798-6842.

RAILS Delivery changed their process about a couple of years ago. Delivery labels should include the destination library's Delivery Code rather than the library name. The RSA Membership list has been updated to include these new codes. Please download a fresh copy of the RSA Membership list from: <https://support.librariesofrsa.org/about/member-libraries/>.

We have created a guide to the new RSA membership list and the RAILS labeling procedure, available here: https://support.librariesofrsa.org/project/ill-resource-sharing/#RAILS_Delivery_Codes_and_Labeling_Procedure.

Until delivery resumes on August 18, the RSA Bibliographic Services Department will not place holds on school libraries' items that are cataloged on brief records, for the purpose of upgrading them to OCLC records with full bibliographic description.

Request a visit

RSA staff can visit your school library and help you review lots of WorkFlows-related topics, including (but not limited to) configurations, circulation tips and tricks, overdue/ bill/ courtesy notices, hold and circulation rules, inventory, hold picklists, billing, and other RSA-related topics.

You can request a virtual or in-person visit using this form:

<https://form.jotform.com/RSAnfp/RASite-visit-request>.

Your colleagues can sign up for RSA's general announcements and to RSA's Schools email forum.

Share this link with any of your colleagues who don't receive these emails. Sign up here:
<https://form.jotform.com/RSAntp/rse-email-groups>.

Having trouble logging in to WorkFlows?

Your IP (internet protocol) address that allows your library to connect to WorkFlows may have changed. Please give us a call at 866-940-4083 or email help@rsanfp.org for assistance.

WorkFlows Quick Reference

A Quick Reference guide for some common problems is available here:
<https://support.librariesofrsa.org/project/WorkFlows-circulation-quick-reference-guide/>. If you don't see your problem mentioned here? Please call at 866-940-4083 or email help@rsanfp.org for assistance.

Restore your WorkFlows Configuration Folder onto your computer

Don't forget to create a back-up of your WorkFlows Configuration Settings! Once you've settled in and (hopefully) have your WorkFlows configured to your needs, please take a moment to create a backup of your configuration settings. We recommend saving this folder to a thumb drive and keeping it somewhere safe. This backup can be used to transfer WorkFlows configurations from one computer to another. We also find that many schools lose WorkFlows configurations over the summer as other updates are made to their library computers.

Instructions for restoring your WorkFlows configuration in Windows 10 and 11 can be found here: https://support.librariesofrsa.org/project/setup-config-backup/#Backup_and_Restore.

If you need more information about WorkFlows Configurations, there are many guides on the [Setup & Configuration page of the RSA Support Site](#).

Training Videos

A playlist of short training videos targeted for School Library Staff is available on the RSA NFP YouTube Channel:
https://www.youtube.com/watch?v=EJoML4XqN84&list=PLt2wA_EbLSx_YcD7YyB2RD1tpAgC6_tl4&pp=iAQB.

Is there a WorkFlows topic you think would be helpful to create as a video? Please email help@rsanfp.org to share your suggestion!

Batch uploading students to WorkFlows

If you would like us to batch upload your students to WorkFlows, you just need to send an email to help@rsanfp.org with an Excel spreadsheet or a .csv file attached.

At a minimum, the file should contain the following details: Barcode, User Profile, First Name, Middle Name or initial (if applicable), Last Name, Library, Expected Graduation Year.

You can also include other information. Many of our libraries find adding a student ID number, Group ID, Preferred Name, and email address. helpful

Before you prepare the file, you should read over the User Registration Standard for School Libraries which can be found here: https://support.librariesofrsa.org/handbook/school-handbook/#User_Registration_for_School_Libraries_Standard.

Need Help Cataloging an Item?

If you need to catalog an item, but you are unable to find a matching record in WorkFlows, or you are unsure if the record you found matches the item, please to create a brief record in WorkFlows. The RSA cataloging request forms are no longer used. Once you create the brief record, the item is ready to start checking out to users.

For step-by-step instructions on how to create a brief record, along with screenshots of example brief records, refer to this guide: <https://support.librariesofrsa.org/project/create-a-brief-record/>. If you only want to print the instructions and not the example brief records, select pages 1-4 when you print. For videos that show how to create brief records, check out this playlist on the RSA YouTube channel: https://www.youtube.com/playlist?list=PLt2wA_EbLSx8MNZXzdEBJJOftickua_a.

If you would like to be guided through creating a brief record, contact help@rsanfp.org. RSA will schedule a Zoom screen sharing session at a time that works for you.

A member of the RSA Bibliographic Services department will email you when they are ready to upgrade your brief item to an OCLC record with full bibliographic description. RSA will place a copy-level hold on the brief item, asking you to send it to RAILS East Peoria. This approach avoids the accumulation of a backlog and allows RSA to process items faster, within 14 business days of the RSA cataloger picking it up from RAILS East Peoria.

Please do not send any items to RAILS East Peoria until you receive an email from RSA that they are placing a hold to upgrade it to an OCLC record. If you do not want to send your item, reply to the email to let RSA know so they can cancel the hold.

Once the brief item has been upgraded to an OCLC record, RSA will email you to confirm and then return the item in delivery. For more detailed information about what will happen when RSA is ready to upgrade your brief item to an OCLC record, refer to this document: <https://support.librariesofrsa.org/project/procedure-when-rsa-is-ready-to-upgrade-your-brief-item-to-an-oclc-record/>.

Do you have questions about brief records or anything else cataloging-related? Please call 1-866-940-4083 and ask to talk to an RSA cataloger!

Items Sent in Delivery to RSA Bibliographic Services

Your library may have sent brief items to RAILS East Peoria last May for RSA to upgrade to OCLC records. If the items were ready to be returned to you, but your delivery had stopped, your items are being kept at RAILS East Peoria until delivery resumes for your library on Monday, August 18, 2025.

The RSA Bibliographic Services Department will resume placing holds on brief items created by school libraries on September 8, 2025. You will see these items appear on your library's holds picklist. Thank you in advance for your cooperation in sending items so their records can be upgraded to OCLC records, making them easier to find in WorkFlows and the RSACat!

On May 1, 2026, RSA will pause placing holds on school libraries' items that are cataloged on brief records until delivery resumes in the fall. These holds are placed for the purpose of upgrading the brief records to OCLC records with full bibliographic description. RSA will attempt to catalog and return any items prior to delivery stopping at the end of May 2026. If that's not possible, items will be held in the East Peoria delivery hub until delivery resumes in the fall.

Holds and Picklists – a refresher

There has been a lot of staff turnover at RSA's school library members, so we thought it would be a good time to provide you with an update on Holds and Picklists.

The best place to start is the documentation we have on our support site that covers Holds and Picklists.

Our guide on How Holds Work can be found here: https://support.librariesofrsa.org/project/holds/#How_Holds_Work.

Our guide on Processing Holds can be found here:

https://support.librariesofrsa.org/project/holds/#Processing_Holds.

Our guide to Placing Holds for your students and school staff and faculty can be found here: https://support.librariesofrsa.org/project/holds/#Placing_Holds.

The most important thing to remember is to check your RSA IONOS address at least once a day. This is important not only because you may receive other vital communication at this account (questions from other libraries, email failure notices, etc.), but because this is also where you will receive your library's Clean Hold Shelf List.

RSA staff run a Holds Workshop on a Monthly basis. You can sign up for the next one on September 10, 2025 from 2-3:30pm here: <https://librarylearning.org/event/2025-09-10/rsa-basic-workflows-holds-workshop>. Please note that you must log into L2 to sign up for our workshops. We send monthly notices about upcoming workshops by email. Feel free to sign up to these workshops when those announcements are sent out.

RSA's cataloging team will resume placing holds on your items for brief record upgrades will start on September 9th

Our Bibliographic Services team will start placing holds on items belonging to our school members which need an upgraded catalog record. Please review this procedure so that you know what to expect: <https://support.librariesofrsa.org/project/procedure-when-rsa-is-ready-to-upgrade-your-brief-item-to-an-oclc-record/>.

They will place a copy-level hold on your item. If other staff at your library pull items to fill holds (and are unaware of our cataloging process), you may want to give them a heads-up that this item will be sent to RSA for cataloging, so they understand the hold is not a mistake.

When you fill out the RAILS delivery label, please write 200-EP on the "To" line, your full library name on the "From" line, and circle "Hold." No need to fill out anything else on the delivery label.

Please be aware that RSA only accepts physical items to upgrade brief records to OCLC records.

If your library needs additional delivery bins to send items to RSA for cataloging, please email the RAILS Delivery Help Desk at railsdelivery@railslibraries.org.

Information from RAILS

RAILS shared two updates with their members which we wanted to ensure RSA school libraries had seen.

ISL Statewide E-Resource Package: What Schools Need to Know. See <https://railslibraries.org/news/114189> for exciting news about the new Statewide E-Resource package and how schools can make it available to their faculty and students.

What Schools Need to Know About PA 103-0100. See <https://railslibraries.org/news/113339> for important information about a recent state law.

Questions: Please call the RSA Help Desk at 866-940-4083 or email at help@rsanfp.org.