



RSA Policy Overview Guide

Last Updated: August 8, 2025

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Governance and Administration

[RSA Intergovernmental Agreement](#), July 1, 2024

The Intergovernmental Agreement which established RSA. It must be signed by any new member libraries.

[RSA Bylaws](#), July 1, 2024

The Bylaws which govern the organization and operation of RSA were established July 1, 2024. In addition, the [RSA Membership Regions and Members by Region](#) lists all members and their distribution across RSA's Governance Regions, effective July 1, 2025. On August 7, 2025, the RSA Board created the [RSA Day Committee](#).

[RSA Expectations & Responsibilities](#), June 5, 2025

This explains RSA's Core Principles of Reciprocity, Discoverability, Convenience, Privacy, Communication, Engagement, Responsiveness, Effectiveness. It is designed to provide an overview of expectations derived from those core principles and provides a rationale for why policies and standards are in place and how they should be implemented to aid resource sharing.

[RSA Freedom of Information Policy](#), August 7, 2025

This policy outlines how to make a Freedom of Information Act (FOIA) request and provides information responsive to general requests in compliance with the Freedom of Information Act of the State of Illinois.

[RSA Board Electronic Attendance Policy](#), July 17, 2024

Outlines the ways members of the RSA Board of Directors may be allowed to attend Board Meetings electronically in compliance with the Open Meetings Act of the State of Illinois.

[Public Comments at Meeting Policy](#), July 17, 2024

Outlines rules for Public Comments at RSA Board and other governance meetings in compliance with the Open Meetings Act of the State of Illinois.

[Ensuring Compliance by Member Libraries Policy](#), March 6, 2025

If a member library does not comply with RSA's bylaws, policies, rules, or requests to participate in mandatory projects, this policy lays out the steps to ensure compliance.

Billing

[Fine Block Limits](#), May 9, 2024

This policy discusses the standard cumulative fine block limit. Since the purpose of fines is to "facilitate the free flow of information" and not as a punitive measure or source of

income, all RSA libraries shall agree to a standard cumulative fine block limit of no more than \$20.00 for all borrower types, except those that are excluded from blocks.

Lost, Missing, and Damaged

[Damaged Materials](#), April 4, 2025

This policy lays out expectations for dealing with damaged items. replaces both the Receipt of Damaged Materials Policy and the Notification and Billing Policy for transited RSA Member Library Items.

[Lost Materials](#), June 5, 2025

This policy lays out expectations for dealing with lost items belonging to another RSA member library.

Privacy

[Printed Documents including PII](#), September 1, 2021

The policy for how libraries should handle printed documents which include patron PII. It includes requirements for information that should not be included on WorkFlows printed receipts and requires libraries and staff to adhere to the PII Protection Agreements.

[RSAcat Mobile Catalog App Privacy](#), June 5, 2025

This policy applies to the mobile application, “RSAcat Mobile Catalog,” developed by SirsiDynix in collaboration with the Resource Sharing Alliance (RSA) which are available in the Google Play and Apple App Store stores.

Sharing and Holds

[Sharing and Holds](#), August 7, 2025

This policy lays out the expectations member libraries should meet regarding sharing items among them and how holds facilitate that sharing. It combines four previous RSA policies: the Reciprocity Policy, the In-Transit Item Policy, the Clean Hold Shelf List Policy, and the Item Renewal & Hold Shelf Limits Policy.

Users

[Patron Cards](#), August 1, 2024

This policy discusses patron card policies for the following individuals: staff, teachers and students, residents, and non-residents. This policy replaces RSA User Card policy

[Patron Notes](#), January 9, 2025

The policy governs how patron notes must be entered into the RSA database.

[Patron Registration](#), June 4, 2024

This policy covers registering a patron for a library card in RSA. It specifically covers how new patrons must be entered into the RSA database. The policy also outlines potential issues, like duplicate cards or statuses, that may need to be resolved before registering a library card. This policy replaces both the Patron Registration policy and the New Patron Policy.

[Retention Schedule for Expired Patron Cards](#), August 9, 2023

This policy discusses retention schedules for unencumbered expired patron cards, expired patron cards with less than \$25.00 in fines, and expired patron cards with \$25.00 or more in fines.

Cataloging

[Advance Reader Copies](#), November 7, 2019

This policy prohibits the cataloging of advanced reader copies (ARCs) in the RSA database. ARCs may not be cataloged or circulated because doing so violates the publisher's intent of the ARC program and presents a legal risk for both the owning library and RSA.

[AV Item Types Elimination](#), December 4, 2014

This policy covers the elimination of the AV, AV-L, and NEW-AV item types because they were too generic, causing confusion for patrons and staff about the actual format of the item.

[Bibliographic Database](#), June 5, 2025

It is the policy of the RSA Board of Directors that RSA Member Libraries adhere to the RSA Bibliographic Database Standards.

[Core Competencies for Cataloging Staff at RSA Member Libraries](#), June 29, 2022

This document discusses WorkFlows cataloging wizard access, login credentials, required core competencies, and additional recommendations for the three WorkFlows cataloging levels. The three cataloging levels are the basic level cataloger, the batch editing cataloger, and the OCLC cataloger.

[Homosaurus Cataloging](#), August 1, 2024

This policy authorizes the use of the [Homosaurus](#) linked data vocabulary in RSA's bibliographic database.

[New Materials Item Types](#), May 10, 2022

This policy retired 20 legacy new item types and replaced them with a standardized, more focused set of item types for new materials. This policy also established maximum time limits for how long an item may be considered new by public and school libraries.

[Pirated Items](#), November 7, 2019

This policy prohibits the cataloging of pirated items in the RSA database. Cataloging and circulating pirated items presents a legal risk for both the owning library and RSA