RSA Hold Rule Check List
(Use this spreadsheet to make sure you have provided all required information to set up new hold rules.)

Home Library (specify branch if applicable)

-Click here to Select-

If Library code unknown, enter name:

	Item Type	Hold Type (Local or No Holds)	User Profile
	Enter the item type that you would like the rule to be applied. Type "ALL" if rule should be applied to every item type. See RSA Parameters webpage for a complete list.	Enter "LOCAL" for local holds only (no outside holds).... Or enter "NO HOLDS" for no holds allowed. To look up your existing hold rules, see the hold map (link below).	Enter the user profile for which the rule should be applied. Enter "ALL" for the rule to be applied to everyone. If left blank, "ALL" will be assumed. See the RSA Parameters webpage for a complete list.
		https://alsi.sdp.sirsi.net/custom/web/RSAweb/SystemInfo/Parameters/Hold%20Map.xls	
Rule #1:			
Rule #2:			
Rule #3:			
Rule #4:			
Rule #5:			

	Item Type	Hold Type (Local or No Holds)	User Profile
Example Rule #1: (No holds for item type EQUIP-MISC)	*EQUIP-MISC*	*No Holds*	*ALL*
Example Rule #2: (Local holds only for item type DVD)	*DVD*	*Local*	*ALL*
Example Rule #3: (No holds for Students)	*ALL*	*No Holds*	*STUDENT*
Example Rule #4: (All holds allowed on item type BOOK)	*BOOK*	*All Holds*	*ALL*

This spreadsheet is available on the RSA Holds Parameters Page:
https://support.librariesofrsa.org/project/holds-parameters/
Contact RSA's Help Desk for questions: 866-940-4083
help@rsanfp.org

Last updated: September 24, 2025