



RSA Policy Overview Guide

Last Updated: September 10, 2025

Contents

Governance and Administration.....2

 RSA Intergovernmental Agreement, July 1, 20242

 RSA Bylaws, July 1, 20242

 RSA Expectations & Responsibilities, June 5, 2025.....2

 RSA Freedom of Information Policy, August 7, 20252

 RSA Board Electronic Attendance Policy, July 17, 20242

 Public Comments at Meeting Policy, July 17, 20242

 Ensuring Compliance by Member Libraries Policy, March 6, 20252

Billing.....2

 Fine Block Limits, May 9, 2024.....2

Lost, Missing, and Damaged3

 Damaged Materials, April 4, 20253

 Lost Materials, June 5, 20253

Privacy3

 Personally Identifiable Information, September 4, 20253

 RSACat Mobile Catalog App Privacy, June 5, 20253

Sharing and Holds.....3

 Sharing and Holds, August 7, 2025.....3

Users3

 Patron Cards, August 1, 20243

 Patron Notes, January 9, 20253

 Patron Registration, June 4, 2024.....4

 Retention Schedule for Expired Patron Cards, August 9,20234

Cataloging.....4

 AV Item Types Elimination, December 4, 20144

 Bibliographic Database, June 5, 2025.....4

 Core Competencies for Cataloging Staff at RSA Member Libraries, June 29, 20224

 Homosaurus Cataloging, August 1, 2024.....4

 New Materials Item Types, May 10, 20224

 Prohibited Items, September 4, 20254

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

[Personally Identifiable Information](#), September 4, 2025

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

[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.

[Prohibited Items](#), September 4, 2025

This policy outlines specific types of items that shall not be cataloged, circulated, or interlibrary loaned in the RSA database due to the legal liability for both the library and RSA.