



## Sharing and Holds Training Resources Cheat Sheet

**Last updated: September 10, 2025**

RSA recommends that you review the following documents and videos available at our support site and YouTube channel. This list is a useful primer on RSA's policies and standards regarding Holds and on how to manage holds in WorkFlows. These resources should be useful both as a refresher and to be given to new staff at your library. While most of these resources are held on the [Sharing and Holds page](#) of the support site some are also held on and the [Interlibrary Loan and Other Resource Sharing](#) page.

Found on the Sharing and Holds Page: <https://support.librariesofrsa.org/project/holds/>

1. Sharing and Holds Policy (2025-08-07):  
[https://support.librariesofrsa.org/project/holds/#Sharing\\_and\\_Holds\\_Policy](https://support.librariesofrsa.org/project/holds/#Sharing_and_Holds_Policy).
2. Placing Holds Guide (2025-04-11):  
[https://support.librariesofrsa.org/project/holds/#Placing\\_Holds](https://support.librariesofrsa.org/project/holds/#Placing_Holds).
3. Placing Book Club, Classroom or Research Holds Guide (2024-12-02):  
[https://support.librariesofrsa.org/project/holds/#Placing\\_Book\\_ClubClassroom\\_or\\_Research\\_Holds](https://support.librariesofrsa.org/project/holds/#Placing_Book_ClubClassroom_or_Research_Holds).
4. Placing Book Club and Classroom Holds Video (6:30) (2020-04-16):  
<https://www.youtube.com/watch?v=7fK3qPcgH0Q>.
5. Placing Research Holds Video (6:15) (2020-04-16):  
<https://www.youtube.com/watch?v=ylmeJy0u1SI>.
6. Processing Holds Guide (2025-04-11):  
[https://support.librariesofrsa.org/project/holds/#Processing\\_Holds](https://support.librariesofrsa.org/project/holds/#Processing_Holds).
7. Processing a Hold that Shows Available but Hasn't Transited Cheat Sheet (2025-03-21):  
[https://support.librariesofrsa.org/project/holds/#Processing\\_a\\_Hold\\_That\\_Shows\\_Available\\_but\\_Hasnt\\_Transited](https://support.librariesofrsa.org/project/holds/#Processing_a_Hold_That_Shows_Available_but_Hasnt_Transited).
8. Using a No-Transit Account Guide (2025-01-13):  
[https://support.librariesofrsa.org/project/holds/#Using\\_a\\_NO-TRANSIT\\_Account](https://support.librariesofrsa.org/project/holds/#Using_a_NO-TRANSIT_Account).
9. How Holds Work Guide (2025-04-11):  
[https://support.librariesofrsa.org/project/holds/#How\\_Holds\\_Work](https://support.librariesofrsa.org/project/holds/#How_Holds_Work).
10. Why Didn't my Item Fill My Patron's Hold? Guide (2024-12-16):  
[https://support.librariesofrsa.org/project/holds/#Why\\_Didnt\\_My\\_Item\\_Fill\\_My\\_Patrons\\_Hold](https://support.librariesofrsa.org/project/holds/#Why_Didnt_My_Item_Fill_My_Patrons_Hold).
11. OnShelf Items Wizard Video (3:48) (2020-06-12):  
<https://www.youtube.com/watch?v=fY3DQ0Kv6xY>.
12. Renewing Items Cheat Sheet (2024-09-03):  
[https://support.librariesofrsa.org/project/holds/#Renewing\\_Items](https://support.librariesofrsa.org/project/holds/#Renewing_Items).

13. Renewing materials Video (4:36) (2021-08-06):  
<https://www.youtube.com/watch?v=HvCMK6d9RBs>.

Found on the Interlibrary Loan and Other Resource Sharing page:  
<https://support.librariesofrsa.org/project/ill-resource-sharing/>.

14. RSA Membership List with Delivery Codes (2024-10-29):  
[https://support.librariesofrsa.org/about/member-libraries/#\\_RSA\\_Member\\_Library\\_Delivery\\_Codes](https://support.librariesofrsa.org/about/member-libraries/#_RSA_Member_Library_Delivery_Codes) .
15. RAILS Delivery Codes and Labeling Procedure (2022-08-01):  
<https://support.librariesofrsa.org/wp-content/uploads/2023/05/new-delivery-codes-22-07-28.pdf>.
16. Items Requested by a Non-RSA Library Procedure (2024-03-19):  
[https://support.librariesofrsa.org/project/ill-resource-sharing/#Items\\_Requested\\_by\\_a\\_Non-RSA\\_Library](https://support.librariesofrsa.org/project/ill-resource-sharing/#Items_Requested_by_a_Non-RSA_Library).
17. D1500 Numbers: How to Use Them and How to Search for Them Cheat Sheet (2024-01-23): [https://support.librariesofrsa.org/project/ill-resource-sharing/#D1500\\_%E2%80%93\\_How\\_to\\_use\\_them\\_and\\_how\\_to\\_search\\_for\\_them](https://support.librariesofrsa.org/project/ill-resource-sharing/#D1500_%E2%80%93_How_to_use_them_and_how_to_search_for_them).
18. Create and Delete a Temporary Record for a Non-RSA Interlibrary Loan Item Procedure (2024-06-26): [https://support.librariesofrsa.org/project/ill-resource-sharing/#Create\\_and\\_Delete\\_a\\_temporary\\_record\\_for\\_a\\_Non-RSA\\_Interlibrary\\_Loan\\_Item](https://support.librariesofrsa.org/project/ill-resource-sharing/#Create_and_Delete_a_temporary_record_for_a_Non-RSA_Interlibrary_Loan_Item).