

New Materials Item Types Standard DRAFT

Last revised: XX

New Materials Item Types are governed by the New Materials Item Types Policy.

A library may use only one of the two New Item Types listed in the chart below for new books, DVDs, or Blu-rays.

New Item Type:	Use for:
N-BK	new books that allow Local Holds or No Holds
N-BK-H	new books that allow system-wide holds
N-DVD	new DVDs that allow Local Holds or No Holds
N-DVD-H	new DVDs that allow system-wide holds
N-BLRAY	new Blu-rays that allow Local Holds or No Holds
N-BLRAY-H	new Blu-rays that allow system-wide holds

If both versions of the New Book Item Types, New DVD Item Types, or New Blu-ray Item Types are assigned in a library's collection, holds reciprocity will not work correctly, which will limit the number of available items to fill holds. A library should contact RSA if they need to catalog new books, DVDs, or Blu-rays as both holdable and local or non-holdable in their collection.

New Item Types that allow system-wide holds respect the library's rule for whom it fills holds, such as a Public Library that only fills holds for other Public Libraries, or a Public Library that fills holds for libraries of any type.

Hold rules are flexible based on each library's policies, but the N-BK-H, N-DVD-H, and N-BLRAY-H Item Types cannot be configured to allow Local Holds or No Holds except in special circumstances, such as lengthy library closures.

Outside of the New Book, DVD, and Blu-ray Item Types with holdable and non-holdable equivalents, the other New Item Types listed in the chart below can be configured to allow system-wide holds, Local Holds, or No Holds according to each library's policies.

New Item Type:	Used for:
N-BK-ON-CD	New Books on CD
N-BLRAY-J	New Juvenile Blu-rays
N-CD	New Music CDs
N-DVD-J	New Juvenile DVDs

N-PLAYAWAY	New Playaways
N-VIDEOGM	New Videogames

For Public, Special, and Academic Libraries, items may be assigned New Item Types for a maximum of one calendar year based on the item created date. After 13 months items will be batch edited by RSA staff to standard, non-new Item Types.

For School Libraries, items may be assigned New Item Types for the duration of the current school year. RSA staff will batch edit new items to standard, non-new Item Types each summer.

Below is the conversion chart that lists the standard, non-new Item Type that corresponds to each New Item Type. This conversion chart is used to determine which Item Type to assign to no longer new items when RSA is performing the system-wide batch edit.

New Item Type:	Standard, non-new Item Type:
N-BK	BOOK
N-BK-H	BOOK
N-DVD	DVD
N-DVD-H	DVD
N-DVD-J	DVD-J
N-BLRAY	BLU-RAY
N-BLRAY-H	BLU-RAY
N-BLRAY-J	BLU-RAY-J
N-BK-ON-CD	CD-BOOK
N-CD	CD
N-PLAYAWAY	PLAYAWAY
N-VIDEOGM	VIDEOGAME

Care must be taken when cataloging on-order items in light of the system-wide batch edit. The [Cataloging On-Order Items Guide](#) explains how to catalog on-order items using placeholder item IDs to avoid RSA batch editing them to standard, non-new item types sooner than necessary, when the library still considers the item new. When the actual item arrives at the library, it is cataloged as a brand-new item assigned an RSA barcode, and the on-order item is discarded. The date cataloged for the actual item will “start the clock” to determine when that item should no longer be assigned a New Item Type and is subject to system-wide batch edit.

Libraries are encouraged to contact RSA to set up a “de-newing” report that lists new items of a certain age based on item created date. The “de-newing” report assists a library with monitoring items no longer considered new based on its policies. A library can edit no longer new items to use standard, non-new Item Types sooner than the system-wide batch edit.