



## Cooperative (Co-op) Collection Procedure

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RSA libraries may enter into an agreement to rotate part of their collection, such as large print books, with other RSA libraries on a fixed timetable. Also called a floating, cooperative, or “co-op” collection. This procedure explains how to manage these items in WorkFlows.

1. The library that owns the co-op items will catalog them in WorkFlows the same as they would any other items on OCLC records, except the library will use the CO-OP Item Type and Item Category 5 code to indicate the items belong to a co-op collection.

Before using the CO-OP Item Type for the first time, the library will fill out the [circulation and hold rule checklist](#) with their preferred rules for the CO-OP Item Type. The library may want the co-op items to check out like regular books in their collection or use a different circulation rule. The library may want to restrict holds on co-op items to local patrons or not allow any holds. The library will email the completed circ and hold rule checklist to [help@librariesofrsa.org](mailto:help@librariesofrsa.org). RSA will set up the rules, add CO-OP to the WorkFlows Item Type menu, configure CO-OP into the overdue, bill, and courtesy notices, and confirm with the library once CO-OP is ready to be used.

If the CO-OP Item Category 5 code does not already appear in the WorkFlows menu, the library will email [help@librariesofrsa.org](mailto:help@librariesofrsa.org) to request it be added to the menu. RSA will confirm with the library once CO-OP is ready to be used in the WorkFlows Item Category 5 menu.

2. The item-owning library will send the co-op items in RAILS delivery like they would any other items to a participating library in the co-op. Do not change the library code in WorkFlows before dropping the items into delivery.
3. When the participating library receives the co-op items in delivery, they will log into WorkFlows with the following account:  
user ID = GLOBALMOD  
pin = GLOBALMOD
4. From Common Tasks on the left side of the screen, the participating library will click on the Global Item Modification wizard.

5. On the Global Item Modification screen, the participating library will use the item library menu to select their own library. There is no need to change any other values on the Global Item Modification screen.
6. The participating library will scan the existing item ID on each co-op item to edit the item library to their own library. The bottom of the screen will confirm as each item is edited.
7. Once the participating library has edited the owning library for all the co-op items, they are ready to check out.
8. When the library is ready to send the items to the next co-op library or back to the owning library, the library will put the items they are sending to the next co-op library or back to the owning library in RAILS delivery like any other items. Do not change the library code in WorkFlows before the items are sent in delivery.
9. When the next library receives the co-op items, they will repeat steps 3-7 above.
10. Once the items are finished being lent through the co-op and returned to the item-owning library, that library will edit the CO-OP Item Type to the standard Item Type (e.g., BOOK). The library will also edit the CO-OP Item Category 5 to an applicable code (e.g., ROMANCE if the library uses that code) or assign the UNDEFINED Item Category 5.

If a co-op item becomes lost while it is circulating at another co-op library, the item checkout library will contact the item-owning library. The checkout library will ask if the item-owning library prefers that the patron who lost the item to pay to replace it, or if the item-owning library prefers that the checkout library buy a replacement copy.

RSA can run reports of the co-op collection based on the CO-OP Item Type or Item Category 5 code. Any co-op items currently checked out, missing, lost, or in-transit are trackable via a report based on the CO-OP Item Type or Item Category 5 code.

Please contact the RSA Help Desk at [help@librariesofrsa.org](mailto:help@librariesofrsa.org) if you are interested in a report of co-op items in your library's collection or for guidance creating a co-op collection.