

WorkFlows Cataloging Code Display in the RSAcat Cheat Sheet

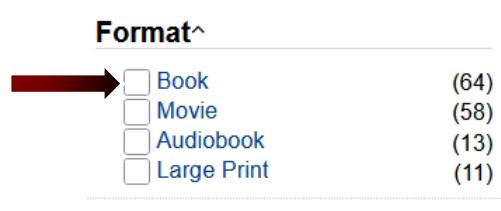
Last updated: February 4, 2026

Cataloging may seem like it is only behind-the-scenes, but that's not true! Every item cataloged in WorkFlows not only improves that item's chances of being found and checked out by a patron, but cataloging is vital for making items discoverable in RSAcat.

What you enter as the ItemCat 3...

Item cat3: ▼

...powers the Format search facet.



The reading level you select for the ItemCat 2...

Item cat2: ▼

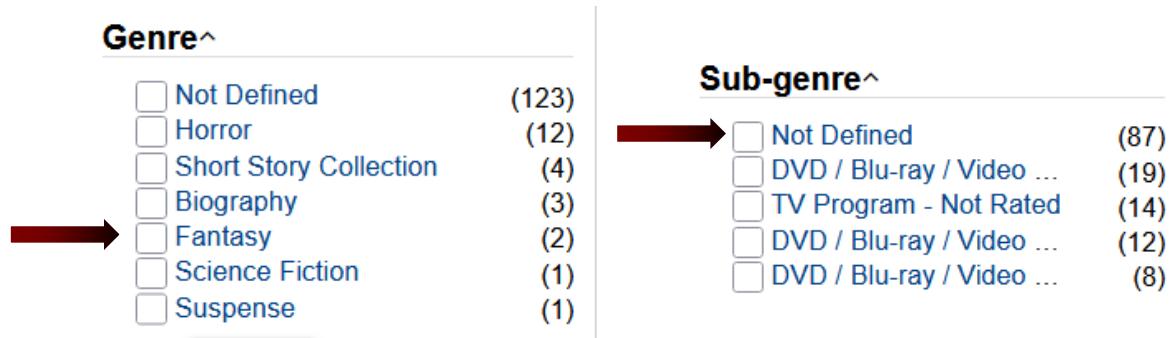
...powers the Reading Level search facet.



And the genre and sub-genre cataloging codes you added as the ItemCat 4 and ItemCat 5 in WorkFlows?

| | |
|------------|-----------|
| Item cat4: | FANTASY |
| Item cat5: | UNDEFINED |

These appear as the Genre and Sub-genre search facets in the RSAcat.



(Note, a library may decide to use UNDEFINED for ItemCats 4-5 depending on the collection and patrons served.)

When a patron clicks on an item in the RSAcat, they see the item details screen:

| Library | Call Number | Material Type | Reading Level | Item Notes | Status |
|-----------------|-------------|---------------|---------------|------------|---------|
| Chillicothe PL | FIC KIN | Book | Adult | | Fiction |
| Brown County PL | KIN | Book | Adult | | Fiction |

Material Type is the item's Item Type.

| | |
|-------|------|
| Type: | BOOK |
|-------|------|

Reading Level is the ItemCat 2.

Status is *usually* the item's Home Location code. Technically, status is where WorkFlows thinks the item is currently located, so you might see "Checked Out," "Being transferred between libraries," "Item currently unavailable," etc.

| | |
|----------------|---------|
| Home location: | FICTION |
|----------------|---------|

Finally, public notes entered into WorkFlows...

| Extended information | |
|----------------------|-----------------------------|
| Tag | Contents |
| CIRCNOTE | |
| PUBLIC | Local History, Local Author |
| STAFF | |

...will be seen by patrons on the RSAcat item details screen.

| Library | Call Number | Material Type | Reading Level | Item Notes | Status |
|---------------------------------|-------------------------------|---------------|---------------|-----------------------------|--|
| McLean County Museum of History | IL (MCLEAN) VLA JOU 1992-2008 | Book | Adult | | No Automatic Holds - Contact owning library for item info. |
| Normal PL | 610.6 EDG/LOCAL HISTORY | Book | Adult | Local History, Local Author | Local History and Genealogy Collection |
| Normal PL | 610.6 EDG/LOCAL HISTORY | Book | Adult | Local History, Local Author | Local History and Genealogy Collection |

Anytime you add a new item or edit an existing item in WorkFlows, there is a delay before your work will appear in the RSAcat—usually 1-2 hours, depending on when the indexing cycle began.

Questions about cataloging codes or RSAcat? Please contact the RSA Help Desk at help@librariesofrsa.org or 1-866-940-4083.