



## 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.

**Format^**

<input checked="" type="checkbox"/>	Book	(64)
<input type="checkbox"/>	Movie	(58)
<input type="checkbox"/>	Audiobook	(13)
<input type="checkbox"/>	Large Print	(11)

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

Item cat2:

...powers the Reading Level search facet.

**Reading Level^**

<input checked="" type="checkbox"/>	Adult	(137)
<input type="checkbox"/>	Juvenile	(6)
<input type="checkbox"/>	Young Adult	(3)

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

Item cat4:

Item cat5:

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

**Genre^**

- ☐ Not Defined (123)
- ☐ Horror (12)
- ☐ Short Story Collection (4)
- ☐ Biography (3)
- ☒ Fantasy (2)
- ☐ Science Fiction (1)
- ☐ Suspense (1)

**Sub-genre^**

- ☐ Not Defined (87)
- ☐ DVD / Blu-ray / Video ... (19)
- ☐ TV Program - Not Rated (14)
- ☐ DVD / Blu-ray / Video ... (12)
- ☐ DVD / Blu-ray / Video ... (8)

(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:

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:

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](mailto:help@librariesofrsa.org) or 1-866-940-4083.