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## Tips for Selecting WorkFlows Item Category 4 and 5 Codes Cheat Sheet

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This cheat sheet provides tips for selecting item category 4 and 5 codes in WorkFlows.

Item category 4 represents the item's genre or primary topic and powers the genre search facet in RSAcat. A complete list of all item category 4 codes is available [here](#). Using item category 4 is strongly recommended but not required. If your library does want to use item category 4, assign the UNDEFINED code.

Item category 5 represents the item's sub-genre or secondary topic and powers the sub-genre search facet in the RSAcat. A complete list of all item category 5 codes is available [here](#). Using item category 5 is encouraged but optional. If your library does want to use item category 5, assign the UNDEFINED code.

Libraries are strongly encouraged to customize the WorkFlows item category 4 and 5 menus to only include those codes they assign to their collection. Contact the RSA Help Desk at [help@librariesofrsa.org](mailto:help@librariesofrsa.org) for assistance customizing your item category 4 or 5 menu.

Discoverability improves in the RSAcat the more items that are assigned item category 4 and 5 codes. RSA recommends that your library uses item category 4 and 5 codes that work best for your collection and users. Libraries should keep track of which item category 4 and 5 codes they use and train staff on which codes to use when.

While RSA cannot advise on "right" versus "wrong" item category 4 and 5 codes to use, here are some tips for selecting these codes:

- Do any of your call numbers begin with prefixes that indicate a genre, such as B for biographies, M for mysteries, W for Westerns, etc.?
- Do you shelve certain genres or subjects separately in your collection (romance, science fiction, easy readers, etc.)? Do you use home location codes to help your patrons find where those items are shelved?
- Which genres or subjects does your library focus on in its collection development?
- What do your patrons like to read and are likely to search for in the RSAcat?

- Do you use spine labels on your items to help patrons identify different genres or subjects when they browse your collection (historical fiction, fantasy, mystery, etc.)?
- Does the bibliographic record have any 650 and 655 fields? These fields can provide clues about the item's subject (in the 650 fields) and genre (in the 655 fields). Item categories 4 and 5 supplement but do not replace these headings.
- Would it be helpful to see a report that lists popularly used item category 4 or 5 codes across all RSA libraries? Submit a [report request](#) to ask RSA to run a report for you of the top 30 most frequently assigned item category 4 or 5 codes.