



Asterisked Display of Cataloging Codes Cheat Sheet

Last updated: April 14, 2026

This cheat sheet is also online here: <https://support.librariesofrsa.org/project/asterisked-display-of-cataloging-codes/>

What is an asterisked cataloging code?

If asterisks display instead of a home location, item type, or item category code when you look at the item record in the Call Number and Item Maintenance wizard, your WorkFlows drop-down menu has been customized. A code has been removed from the menu, but items in your collection are still assigned that code. WorkFlows is unable to display the actual code, so asterisks appear instead.

Field	Value
Date created:	10/29/2010
Date last charged:	4/7/2026
Date due:	none
Last discharged:	4/13/2026, 12:59
Date inventoried:	Never

Items assigned asterisks are problematic for a few reasons:

- They do not generate accurate statistics about your collection.
- BLUEcloud Analytics (BCA) reports cannot be run using asterisks as a parameter.
- Asterisked codes are not searchable in the Item Group Editor wizard.

While the code removed from your menu appears as asterisks in Call Number and Item Maintenance, the actual code does appear when the item record is viewed in the Item

Search and Display wizard.

Item Search and Display *
Item Search and Display

Wired for the future : developing your library technology plan / Mayo, Diane, 1950-

Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Wired for the future : developing you
 AG_ALS-PDC
 LS 027.47 MAY/1999 - AG_ALS
 A13301252521 - 1 - BOOK - L
 A13300125315 - 2 - BOOK - F
 JACKSONVIL

Item Info Circ Info Bills Checkouts Holds

Call number information

Call number: LS 027.47 MAY/1999
 Call library: AG_ALS-PDC
 Shadow call number N

Item information

Item ID: A13300125315
 Type: BOOK
 Home location: PRO-SHELF

Date created: 10/29/2010
 Date last charged: 4/7/2026
 Date due: none
 Last discharged: 4/13/2026,12:59
 Date inventoried: Never
 Times inventoried: 0
 Previous user ID: MFDEMO

To correct asterisked items in your collection:

If you use the Item Group Editor:

- After you look up the item with the asterisked code in Item Search and Display to see the actual code, email help@librariesofrsa.org to ask RSA to re-add the asterisked code to your WorkFlows menu.
- After RSA re-adds the code to your menu, you can search by that code in the Item Group Editor and edit the items.
- Be sure to contact help@librariesofrsa.org to remove the code when you are finished editing so you do not accidentally assign it when cataloging future items!

If you do not use the Item Group Editor:

- After you look up the item with the asterisked code in Item Search and Display to see the actual code, run a BCA report of the items assigned that code. If you do not use BCA, submit a [report request](#) to ask RSA to run the report for you.
- You can then use the report to find the items and edit them to the appropriate codes in either Call Number and Item Maintenance or the Global Item Modification wizard.