



Changing the Owning Library for an Item Cataloged in WorkFlows Procedure

Last updated: April 15, 2026

On April 8, 2020, RSA reconfigured the WorkFlows accounts for all libraries to ease administrative access to certain functionality, such as customized database policies and library closed dates. An unintended consequence of this reconfiguration is that the RSA library code -- AG_ALS-PDC -- is now the default library when new items are cataloged in WorkFlows.

To avoid cataloging items as AG_ALS-PDC, follow the instructions in the [WorkFlows Cataloging Set-up Guide](#) to adjust the default library in each place where items are cataloged:

- Call Number and Item Maintenance wizard in the Cataloging module
- Add Title wizard in the Cataloging module
- Add Brief Title helper in the CheckOut wizard in the Circulation module
- Add Brief Title wizard in the Circulation module

To ask RSA to check if your library has accidentally cataloged items as AG_ALS-PDC, send a message to help@librariesofrsa.org. Use "Check for AG Items" as your subject line. RSA will check your collection, then follow up to share the items to correct or to confirm there are none. Asking RSA to check for AG_ALS-PDC items in your collection is optional. RSA routinely monitors items cataloged as AG_ALS-PDC and changes them to the correct libraries. RSA reaches out to libraries that repeatedly enter AG_ALS-PDC items and asks them to check their WorkFlows default library.

This procedure explains how to change the owning library if you notice an item in your collection that is cataloged as AG_ALS-PDC. Your library either accidentally cataloged the item that way in WorkFlows, or you loaded an OCLC record into WorkFlows in which your library code in the 949 tag was entered incorrectly. An item in your collection that is cataloged as AG_ALS-PDC is problematic because when it is discharged, WorkFlows will prompt you to route/transit that item to AG_ALS-PDC when it actually belongs on your library's shelf.

1. Log into WorkFlows using your individual cataloger account or your library's TECH account if you have not yet been issued an individual account.
2. Click on the Cataloging module at the top of the screen.
3. From Common Tasks on the left, open the Call Number and Item Maintenance wizard.

4. Search for the item that belongs to your library and was accidentally cataloged as AG_ALS-PDC. Searching by item ID is likely easiest, but you may also search by its title, limited to AG_ALS-PDC as the library.

Here is an example item ID search. Your item ID will differ.

The screenshot shows the 'Call Number and Item Maintenance' search interface. The search criteria are: Search for: A120000004, Index: Item ID, Library: ALL. The search type is set to 'Exact'.

Here is an example title search, limited to the AG_ALS-PDC library. Your title will differ, but you will select AG_ALS-PDC.

The screenshot shows the 'Call Number and Item Maintenance' search interface. The search criteria are: Author: (empty), Title: 5 minute, Series: (empty), Subject: (empty), General: (empty), Periodical Title: (empty), Library: AG_ALS-PDC. The search type is set to 'Exact'.

5. Once WorkFlows finds the record, click its Call Number/Item tab if it does not automatically open to that screen.

The screenshot shows the 'Call Number and Item Maintenance' record view for the record '5-minute bedtime stories / Dean, Kim, 1969- author.'. The 'Call Number/Item' tab is selected. The record details are: 5-minute bedtime stories - Dean, Kim, 1969- author. Item Info Holds. Call number information: Call number: J FIC DEA, Class scheme: DEWEY. A red arrow points to the 'Call Number/Item' tab.

- From the Call Number/Item screen, use the “Item library” menu to select your library.

Call Number and Item Maintenance *
Number and Item Maintenance

5-minute bedtime stories / Dean, Kim, 1969- author.

Control Bibliographic Call Number/Item Bound-with

5-minute bedtime stories - Dean, Kim, 1969- author.
FO-FLNT-SD (F0_ / F1_)
E DEA - F1_FLTN-MS
QU-QUINCY (QU / QU2)
E DEA - QUINCY-PL
W0-WASH-DL (W0_ / W1_)
E DEA - W0_WASH-PL
AG_ALS-PDC
J FIC DEA - AG_ALS-PDC
A1200000004 - 1 - BOOK - J-FICTION
FONDULAC
JP FAVES P - FONDULAC
A12803506329 - 1 - BOOK - CHECKEDOUT
GI_GRIGVIL
E DEA - GI_GRIGVIL
GU_GBURGPL
E PETE THE CAT (5-MINUTE BEDTIME STOF
HN_HAPEINE
E DEA - HN_HAPEINE

Date created: 4/13/2026
Date last charged: Never
Date due: none
Last discharged: Never
Date inventoried: Never
Times inventoried: 0
Previous user ID:
Last activity: Never
In-house uses: 0

Item Info Holds

Call number information

Call number: J FIC DEA Class scheme: DEWEY
Call library: AG_ALS-PDC
 Shadow call number

Item information

Item ID: A1200000004 Copy number: 1
Type: BOOK Item library: AG_ALS-PDC
Home location: J-FICTION Current location: AASTOR-PLD
Item cat1: FICTION Item cat2: JUVENILE
Item cat3: BOOK Item cat4: UNDEFINED
Item cat5: UNDEFINED Item cat6: UNDEFINED
Item cat7: UNDEFINED Item cat8: UNDEFINED
Item cat9: UNDEFINED Item cat10: UNDEFINED
Media desk: Number of pieces: 1
Total charges: 0 Price: \$0.00

Return to Search Save Add Call Number Add Item Delete(x) Close

Select your library code from this menu so the item is no longer cataloged as AG_ALS-PDC. AASTOR-PLD is shown here, but your library code will differ.

- Click Save at the bottom of the Call Number/Item screen. The item now belongs to your library.