

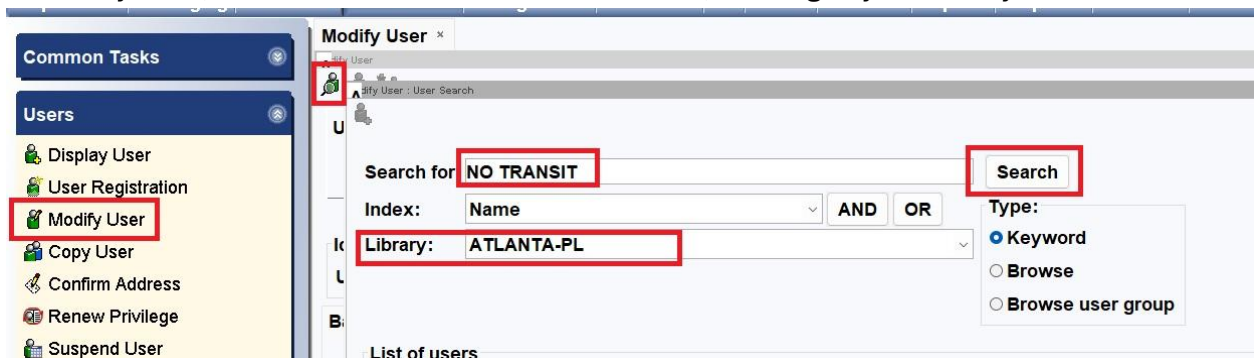
Using a NO-TRANSIT Account Cheat Sheet

Last updated: April 2, 2026

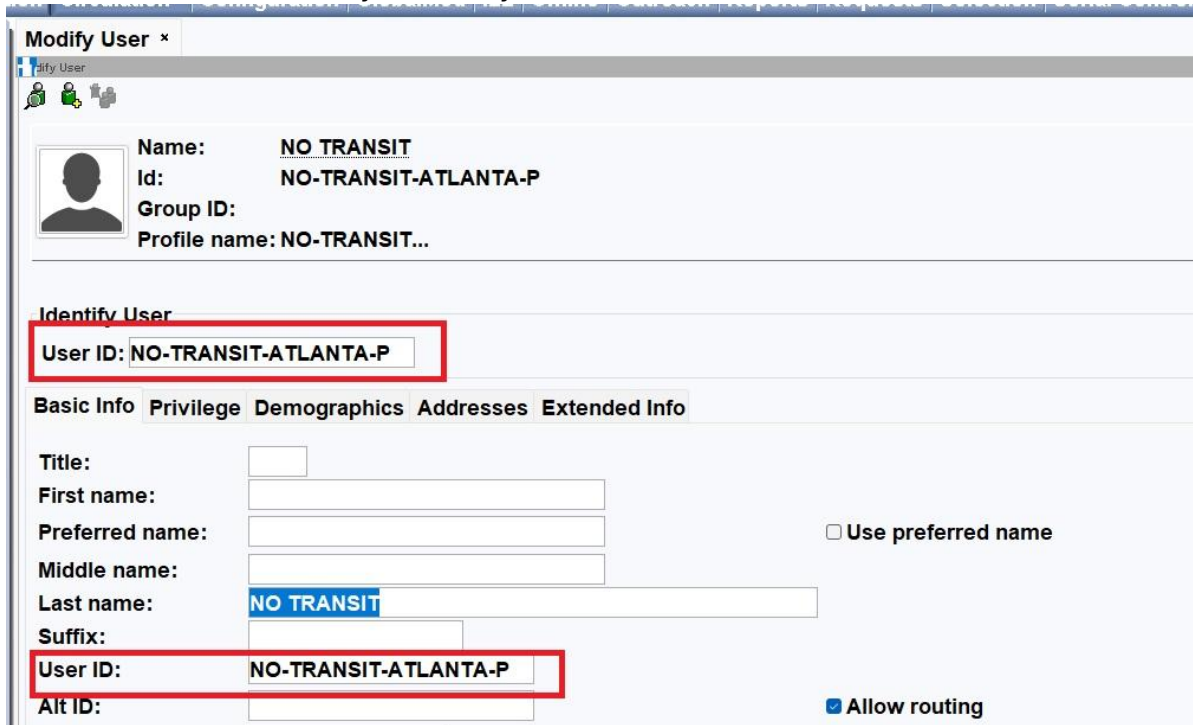
RSA recommends that member libraries establish and use a NO-TRANSIT user. This is used to temporarily prevent an item from transiting. It is not to be used to prevent a group of items, like new items, from transiting.

Creating a NO-TRANSIT user

In Modify User, search for username = NO TRANSIT, limiting to your library.



If there is already a user barcode in the User ID field the NO TRANSIT user is ready for use. If there is not a barcode in the User ID field, use a new library card and scan it in the User ID field in the Basic tab. Add your library's email to the Addresses tab and select Save.



Using the NO-TRANSIT User

When your library's item has a hold request (from the pick list or when an item is discharged) and the item cannot be sent, that item can be checked out to the NO-TRANSIT user. This allows another item on the record to fill the hold. Valid reasons for not sending an item could include an item on display, or an item needed for a library program.

When checking out an item to NO TRANSIT that has an available hold, enter the usual override and choose Override & Checkout item.

Holds Block Override

Item has holds

This item is now being held for
PKDEMO1 [redacted] **At: DANVERS-TL** Address

AD COWGIRL 3 **Copy: 1**
A13300842292 **EQUIP-MISC (EQUIP)**
ACCUCUT DIE SHAPE: COWGIRL #3

Hold block override: [password mask]

Override & Checkout Item **Override Checkout Item & Cancel Hold** **Send To DANVERS-TL** **Do Not Checkout Item**

If your item is the only item on the bibliographic record, and you will not be able to fill the hold, contact the patron's home library to inform them that you cannot supply the item at this time. The home library can contact their patron and either remove the hold and try to find the item for their patron from another source or wait until your item is available.

Important notes about the NO-TRANSIT User:

- The NO-TRANSIT User Profile has a loan period of 7 days with no overdue fines.
- A checkout to NO TRANSIT does not count as a circulation statistic.
- Items can be shelved while checked out to the No Transit user.
- Only check out your library's items to your NO TRANSIT user.
- Items not discharged will eventually go to LOST and be billed.
- Items charged to NO TRANSIT will display a status of "Available for local checkout (ask staff for location)" in RSACat, and a location of NO-TRANSIT in WorkFlows.
- This account should be regularly checked to make sure items are returned to circulation and not in LOST status.

Resource Sharing Alliance

Item Search and Display x

ACCUCUT DIE SHAPE: COWGIRL #3

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

ACCUCUT DIE SHAPE: COWGIRL #3 -

AG ALS-PDC

AD COWGIRL 3 - AG ALS-PDC

A13300842292 - 1 - EQUIP-MISC - NO-TRANSIT - Can't Circ

Date created: 5/30/2024
Date last charged: 3/5/2026
Date due: 3/12/2026,23:59

Item Info Circ Info Bills Checkouts Holds

Call number information

Call number: AD COWGIRL 3 Class scheme: DEWEY

Call library: AG ALS-PDC

Shadow call number N

Item information

Item ID: A13300842292 Copy number: 1

Type: EQUIP-MISC Item library: AG ALS-PDC

Home location: EQUIP Current location: NO-TRANSIT

Item cat1: EQUIPMENT Item cat2: EQUIPMENT

Local Copies Available: 0 More Information about Title

Library	Call Number	Material Type	Reading Level	Status
Astoria PLD	810 NOR	Book	Adult	Available for local checkout (ask staff for location)

For more information contact the RSA Help Desk at help@librariesofrsa.org or at 866-940-4083.