

RSA Documentation for Member Libraries

| Policies | Standards | Procedures | Guides | Cheat Sheets | Other (Forms, Videos, Dashboards, Miscellaneous) | Parameters | Last updated/ reviewed |
|--|-----------|------------|--------|--------------|--|------------|---------------------------|
| Administration Department Documents | | | | | | | |
| About RSA | | | | | | | |
| | | | | | RSA Contact List | | 2026-03-18 |
| | | | | | A Brief History of the Resource Sharing Alliance | | 2022-11-29 |
| | | | | | What are the Benefits of Being in RSA? | | 2025-03-18 |
| Bug Us Materials | | | | | | | |
| | | | | | Please Bug Us | | 2024-07-01 |
| | | | | | Please Bug Us - Cataloging | | 2024-10-01 |
| | | | | | Please Bug Us - Operations | | 2025-01-01 |
| | | | | | Please Bug Us - Reports | | 2025-04-01 |
| | | | | | Please Bug Us - Help Desk Contact Info Changes | | 2025-12-22 |
| Governance Documents | | | | | | | |
| | | | | | RSA Bylaws | | 2024-07-01 |
| | | | | | RSA Membership Regions and Members by Region | | 2025-07-01 |
| | | | | | RSA Day Committee Charge | | 2025-08-07 |
| | | | | | RSA Intergovernmental Agreement | | 2024-07-01 |
| | | | | | RSA Intergovernmental Agreement - Exhibit A | | 2024-06-30 |
| | | | | | Board Electronic Attendance | | 2024-07-17 |
| | | | | | Ensuring Compliance by Member Libraries | | 2025-03-06 |

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| Public Comments at Meetings | | | | | | | 2024-07-17 |
| RSA Expectations & Responsibilities | | | | | | | 2025-06-05 |
| RSA Freedom of Information | | | | | | | 2025-08-07 |
| | | | Defining Policies, Standards, Procedures, Guides and Cheat Sheets | | | | 2025-01-30 |
| | | | Implications for an RSA Member Library | | | | 2025-09-15 |
| | | | Withdrawing OCLC Membership | | | | |
| | | | RSA Policy Overview | | | | 2026-04-10 |
| | | | RSA System Functionality Detailed | | | | 2024-07-01 |
| | | | | RSA System Functionality Overview | | | 2024-07-01 |
| Legal Compliance | | | | | | | |
| RSACat Mobile Catalog | | | | | | | 2025-06-05 |
| App Privacy | | | | | | | |
| | | | | | RSA W-9 | | 2025-07-24 |
| RSA Member Libraries | | | | | | | |
| | | | | | RSA Library Delivery Codes | | 2025-11-03 |
| Directors and Admin Handbook | | | | | | | |
| | | | RAILS / RSA What are the Differences? | | | | 2024-03-19 |
| | | | | Terms Used in Policies | | | 2024-03-08 |
| | | | | | RSA New Director slideshow | | 2026-05-20 |

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| Get in Touch | | | | | | | |
| Email Forums | | | | | | | |
| | | | Managing your RSA IONOS Email Account | | | | 2025-06-06 |
| | | | | RSA Email Forum Memberships | | | 2025-03-26 |
| | | | | | RSA Email Forums Signup & Selection (form) | | 2025-03-26 |
| Add or Remove a Staff Account | | | | | | | |
| | | | | | Add or Remove a Staff Account (form) | | 2025-06-02 |
| Other Requests Forms | | | | | | | |
| | | | | | Change Contact Primary Email Account (form) | | 2024-05-17 |
| | | | | | Change Your Library's Hours, Contact Info, Address and More (form) | | 2022-01-17 |
| | | | | | Closure Dates 2026 (form) | | 2025-11-21 |
| | | | | | Open a New Case in the RSA Help Desk (form) | | 2022-01-17 |
| | | | | | Request an In-Person or Virtual Site Visit with Member Services or Cataloging (form) | | 2024-01-25 |
| | | | | | RSA Site Visit Evaluation (form) | | 2021-02-23 |
| | | | | | RSA Training Course or Workshop Evaluation (form) | | 2021-02-18 |
| Report Request Forms | | | | | | | |
| | | | | | Report Request: Correct, Modify, or Update an Existing Subscription (form) | | 2022-02-23 |

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| | | | | | Report Request: New Report Subscription (form) | | 2023-05-12 |
| | | | | | Report Request: One-time Report (form) | | 2022-01-17 |
| | | | | | Report Request: Resend a Scheduled Report (form) | | 2022-01-17 |
| Independence Project | | | | | | | |
| | | | Key Dates in RSA's Independence Project* | | | | 2023-08-04 |
| | | | What the RSA Independence Project (RIP) means to your Library | | | | 2023-09-26 |
| Operations Manual | | | | | | | |
| | | | RSA Operations Manual | | | | 2025-09-10 |
| Operations Department Documents | | | | | | | |
| Barcodes and Equipment | | | | | | | |
| | | | Mod 10 Calculation | | | | 2024-02-14 |
| | | | Ordering and Re-Using Barcodes | | | | 2024-01-19 |
| Billing | | | | | | | |
| Fine Block Limits | | | | | | | |
| | | | Adding a Bill and Bill Note Before Removing a Lost Item | | | | 2025-09-25 |
| | | | | | Adding a Bill and Bill Note Before Removing a Lost Item (video 1:25) | | 2024-04-09 |
| | | | Bill Notes | | | | 2025-09-25 |

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| | | Billing a User | | | | | 2025-09-25 |
| | | | | | Billing a User (video 1:56) | | 2025-06-12 |
| | | | Paying a Bill in WorkFlows and Online | | | | 2025-09-25 |
| | | | | | Paying a Bill in WorkFlows or Online (video 7:07) | | 2025-06-16 |
| | | | | Billing Training Resources | | | 2025-09-29 |
| Billing Parameters | | | | | | | |
| | | | | | | Bill Reasons* | 2026-05-02 |
| | | | | | | Default Prices and Processing Fees* | 2026-05-02 |
| | | | | | | Payment Types | 2023-12-12 |
| BLUEcloud Analytics (BCA) | | | | | | | |
| | | | BC Analytics – Exploring Data with Excel | | | | 2016-09-14 |
| | | | BLUEcloud Analytics User Reference | | | | 2025-01-15 |
| | | | | BLUEcloud Analytics - Creating a Personal View | | | 2024-08-05 |
| | | | | | BLUEcloud Analytics - Creating a Personal View (video 5:23) | | 2021-04-22 |
| | | | Instructions for Subscribing to Reports via Email in BCA | | | | 2016-07-25 |
| | | | | BLUEcloud Analytics - Logging In | | | 2024-08-16 |
| | | | | | BLUEcloud Analytics - Logging In (video 3:25) | | 2021-04-22 |
| | | | | BLUEcloud Analytics - Running a Report | | | 2024-08-05 |

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| | | | | | BLUEcloud Analytics - Running a Report (video 4:28) | | 2021-04-22 |
| | | | | BLUEcloud Analytics (BCA) – Save and Save As vs Create Personal View | | | 2025-05-29 |
| | | | | BLUEcloud Analytics (BCA) – WorkFlows Terminology | | | 2025-05-29 |
| | | | | Most Popular Reports for Circ Managers and Where to Locate them in BCA | | | 2023-08-25 |
| | | | | | Checkouts and Renewals Over Time (BCA Dashboard) | | 2024-12-13 |
| | | | | Using the New Holds Placed & Filled Visualization | | | 2025-05-22 |
| | | | | | Holds Placed and Filled (BCA Dashboard) | | 2024-08-16 |
| | | | | Interactive Collection / Shelflist Browser | | | 2024-08-06 |
| | | | | | Interactive Collection Browser (BCA Dashboard) | | 2025-04-14 |
| | | | | | Most Popular Titles and Authors (BCA Dashboard) | | 2025-01-24 |
| | | | | | Reciprocal Borrowers (BCA Dashboard) | | 2025-01-24 |
| | | | | | Transit Counts To and From My Library (BCA Dashboard) | | 2025-01-15 |
| | | | | | | | |

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|---|-----------|---|--|--|---|------------|------------------------|
| Circulation Handbook | | | | | | | |
| Circulation Topic Overview | | | | | | | |
| Add Brief Title Helper | | | | | | | |
| | | Setting Up the Add Brief Title Helper | | | | | 2024-07-29 |
| | | | Using the Add Brief Title Helper | | | | 2024-07-29 |
| BLUEcloud Circulation | | | | | | | |
| | | | Basic Circulation in BLUEcloud Circulation | | | | 2025-09-16 |
| | | | Placing Holds in BLUEcloud Circulation | | | | 2025-09-16 |
| | | | Processing Holds in BLUEcloud Circulation | | | | 2026-02-27 |
| | | | User Registration in BLUEcloud Circulation | | | | 2025-09-16 |
| | | | | Getting Started in BLUEcloud Circulation | | | 2025-08-14 |
| Checkout | | | | | | | |
| | | | | Display an Alert for Previous Loan | | | 2024-03-06 |
| | | | | | Checking out an Item (video 5:55) | | 2026-04-07 |
| Circulation Quick Reference Guide (WorkFlows) | | | | | | | |
| | | | | WorkFlows Circulation Quick Reference | | | 2025-10-15 |
| Circulation Training | | | | | | | |
| | | | WorkFlows Basic Circulation Workshop Guide | | | | 2024-11-18 |
| | | | | | Circulation Workshop - Part 2 Circulation & Billing (37:10) | | 2026-04-24 |
| | | | | Circulation Training Resources | | | 2024-11-18 |

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|---------------------------------|-----------|------------|--|-------------------------------------|--|------------------------------------|---------------------------|
| Discharge Items | | | | | | | |
| | | | Back Dating Returns Using "Discharging Bookdrop" | | | | 2024-01-24 |
| | | | Common Pop-up Boxes | | | | 2024-11-13 |
| | | | | Discharging Items | | | 2024-09-03 |
| | | | | | Basic Workflows - Returning Materials (3 Wizards) (video 8:04) | | 2021-08-06 |
| | | | | Reshelving Location | | | 2024-12-16 |
| Fine Fee Recommendations | | | | | | | |
| | | | Recommendations and Considerations for Going Fine Free | | | | 2025-09-22 |
| Mark Item Used Wizard | | | | | | | |
| | | | Mark Item Used | | | | 2024-11-11 |
| Search | | | | | | | |
| | | | Item Search and Display | | | | 2025-06-13 |
| | | | | | Basic Item Search and Display (video 8:04) | | 2021-08-06 |
| Serials Control Module | | | | | | | |
| | | | Using the Serial Control Module in WorkFlows | | | | 2024-08-05 |
| Special Due Date Helpers | | | | | | | |
| | | | Special Due Date Helpers | | | | 2024-08-16 |
| | | | | | Special Due Date Helpers (video 3:25) | | 2021-04-05 |
| Circulation Parameters | | | | | | | |
| | | | | | Circulation Rule Helper Checklist - PDF version | | 2025-10-17 |
| | | | | | Circ and Hold Rule Helper Checklist - Excel version | | 2025-10-17 |
| | | | | | | Expanded Circ Map* | 2026-05-02 |

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|---|-----------|---|--|---|--|------------|---------------------------|
| Database Records Deletion | | | | | | | |
| Database Records Deletion | | | | | | | 2026-01-08 |
| Die Cut Shapes | | | | | | | |
| | | | | Die Cut Shapes Collection | | | 2024-03-21 |
| | | | | Die Cut Shapes Collection List | | | 2024-06-17 |
| Ebooks, Apps, and Marketing | | | | | | | |
| | | | | | RSA ShoutBomb Brochure PDF | | 2025-12-15 |
| | | | | | RSA ShoutBomb Brochure Word | | 2025-12-15 |
| CloudSource OA | | | | | | | |
| | | | Accessing Online Articles (aka CloudSourceOA) in RSACat | | | | 2022-07-29 |
| | | | Advanced Searching in Online Articles (CloudSourceOA) Search Tab | | | | 2022-08-31 |
| | | | | CloudSourceOA FAQ for Library Staff | | | 2022-06-30 |
| Interlibrary Loan and Other Resource Sharing | | | | | | | |
| | | Creating and Deleting Temporary Brief Records for Non-RSA Interlibrary Loan Items | | | | | 2025-03-14 |
| | | Interlibrary Loan Items Requested by a Non-RSA Library | | | | | 2025-05-19 |
| | | RAILS Delivery Codes and Labeling | | | | | 2024-07-03 |

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| | | | | D1500 Numbers How to Use Them and How to Search for Them | | | 2024-01-23 | |
| Inventory Instructions and Item Statistics in WorkFlows | | | | | | | | |
| | | | WorkFlows Inventory | | | | 2025-06-23 | |
| | | | | WorkFlows Item Statistics | | | 2025-08-08 | |
| ILLINET and IPLAR Report Data | | | | | | | | |
| | | | Answering Illinois Public Library Annual Report (IPLAR) questions using data from RSA | | | | 2026-04-30 | |
| | | | ILLINET Interlibrary Loan Survey – Where to find the data to complete the FY 2025 Survey | | | | 2025-09-10 | |
| | | Palace Project Circulation Statistics | | | | | 2026-05-06 | |
| | | | Running Statistics Reports for Digital Collections in Overdrive/ADML | | | | 2024-06-03 | |
| Library Codes, Item and Patron Barcode Prefixes | | | | | | | | |
| | | | | | Library Codes | | 2023-09-22 | |
| | | | | | RSA Item Barcode Prefixes | | 2025-07-07 | |
| | | | | | RSA User Barcode Prefixes | | 2025-07-07 | |
| Lost, Missing, Damaged and LOSTTRANS Items | | | | | | | | |
| | | | | | | Damaged Materials | | 2025-04-03 |
| | | | Damaged Materials | | | | 2025-04-09 | |
| | | | | | | Lost Materials | | 2025-06-05 |

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| | | Lost Materials from Other Member Libraries | | | | | 2025-05-16 |
| | | | Mark Item Lost Wizard | | | | 2025-04-07 |
| | | | Mark Item Missing Wizard | | | | 2023-10-25 |
| | | | | Processing LOST-TRANS Lost In Transit Items | | | 2025-03-21 |
| | | | | | Lost Damaged Missing Decision Tree flyer | | 2026-05-13 |
| MobileStaff | | | | | | | |
| | | | MobileStaff | | | | 2025-06-11 |
| | | | MobileStaff Inventory and Weeding (Deselecting) | | | | 2025-06-20 |
| | | | | Kiosk Mode in MobileStaff | | | 2024-09-23 |
| Notices in WorkFlows | | | | | | | |
| | WorkFlows Notices | | | | | | 2026-01-12 |
| | | | WorkFlows Notices | | | | 2026-01-12 |
| | | | Printing Notices in WorkFlows using WordPad | | | | 2024-06-17 |
| | | | | Printing WorkFlows Notices in Word | | | 2023-12-06 |
| | | | | Updating the Path for Viewing Printing Notices | | | 2025-01-10 |
| Personally Identifiable Information (PII) | | | | | | | |
| | Personally Identifiable Information | | | | | | 2025-09-04 |
| | | | | | PII Protection Library Agreement | | 2025-09-04 |
| | | | | | PII Protection Staff Agreement | | 2025-09-04 |

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| Reports Topic Overview | | | | | | | |
| All Reports | | | | | | | |
| | | | | | New Format to End of Month Reports | | 2022-11-03 |
| | | | | | New Monthly Reports | | 2022-08-04 |
| RSAcats Search and Links | | | | | | | |
| | | | | | Changing a User Account Number in RSCat Mobile | | 2025-11-07 |
| | | | | | RSAcats Feature Highlight - Syndetics Book Recommendations and Reading Levels | | 2026-04-30 |
| | | | | | RSAcats Mobile App | | 2025-12-22 |
| | | | | | Changing PIN in RSCat | | 2024-12-27 |
| | | | | | Creating Lists in RSCat | | 2026-04-30 |
| | | | | | How the RSCat New Book Carousels work | | 2024-04-11 |
| | | | | | Basic RSCat search video (3:11) | | 2021-08-21 |
| | | | | | How to Scope RSCat Facets to Display Library Specific Results (video 4:13) | | 2020-04-23 |
| | | | | | How to use the RSCat mobile app (video 10:00) | | 2020-06-08 |
| | | | | | Intro to RSCat (brochure) | | 2024-11-22 |
| | | | | | My Account and My Lists in RSCat (bookmark) | | 2024-11-21 |
| | | | | | Searching RSCat (tabletop) | | 2024-11-22 |
| | | | | | Turning on Circulation History via RSCat (video 0:58) | | 2026-04-03 |

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| Sharing and Holds | | | | | | | |
| Sharing and Holds | | | | | | | 2025-08-07 |
| | | Filling Requests from a Non-RSA Library | | | | | 2025-09-25 |
| | | Placing holds through the SHARE-IL Catalog | | | | | 2025-09-25 |
| | | | WorkFlows Basic Holds Workshop | | | | 2025-09-23 |
| | | | | | Basic Holds Workshop (video 58:40) | | 2021-07-22 |
| | | | How Holds Work | | | | 2025-04-11 |
| | | | Placing Holds | | | | 2025-04-11 |
| | | | | | Placing Holds (video 6:53) | | 2021-04-13 |
| | | | Placing Book Club, Classroom or Research Holds | | | | 2024-12-02 |
| | | | | | Placing Book Club and Classroom Holds in WorkFlows (video 6:30) | | 2020-04-16 |
| | | | | | Place Research Holds (video 6:15) | | 2020-04-16 |
| | | | Processing Holds | | | | 2025-04-11 |
| | | | | NEWHOLDS Current Location | | | 2025-04-21 |
| | | | | Processing a Hold that Shows Available but Hasn't Transited | | | 2025-03-21 |
| | | | | Using a NO-TRANSIT Account | | | 2026-04-02 |
| | | | | | WorkFlows Onshelf Items Wizard (video 3:48) | | 2020-06-12 |
| | | | Why didn't my patron's hold get filled by my item? | | | | 2024-12-16 |

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| | | | | Modifying Pickup Library for an Available Hold | | | 2026-03-18 |
| | | | | Renewing Items | | | 2024-09-03 |
| | | | | | Renewing Materials (video 4:36) | | 2021-08-06 |
| Holds Parameters | | | | | | | |
| | | | | | Hold Rule Helper Checklist - PDF version | | 2025-10-17 |
| | | | | | | Hold Map | 2026-05-02 |
| Users | | | | | | | |
| User Cards | | | | | | | |
| | | | | Children of Multiple Households | | | 2025-11-10 |
| | | User Profiles | | | | | 2026-04-10 |
| | | | | Cards for Kids | | | 2025-07-11 |
| | | | | Non-Resident Library Services for Veterans | | | 2025-12-01 |
| | | User Registration for Public, Academic, and Special Libraries | | | | | 2025-11-10 |
| | | | User Registration for Academic Libraries | | | | 2025-12-01 |
| | | | User Registration | | | | 2026-05-06 |
| | | | | | Circulation Workshop Part 1 - Patron Registration (video 12:14) | | 2026-04-24 |
| | | | | Clone/Copy User Helper | | | 2025-10-06 |
| | | | | | Clone/Copy User Helper (video 2:01) | | 2020-06-12 |
| | | | Using the Modify User Wizard | | | | 2026-04-01 |
| | | | | | Replacing a Lost Library Card (video 1:17) | | 2026-04-01 |
| | | | | | Super Basic User Search (video 8:04) | | 2021-08-17 |

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| | | | | Managing Outreach Patrons Using WorkFlows and RSACat | | | 2026-04-30 |
| | | | Checkout History | | | | 2025-11-14 |
| | | | | Finding the Previous User of an Item | | | 2024-05-01 |
| | | | User Statuses | | | | 2025-11-03 |
| | | | | Removing a Claims Returned Notification and Users | | | 2026-04-10 |
| | | | | Display User Wizard | | | 2024-09-03 |
| | | | | | Display User Wizard (video 2:40) | | 2021-10-27 |
| | | | Patron Notes | | | | 2025-11-07 |
| | | | | | Purge Patron (form) | | 2024-06-26 |
| Duplicate User Deletion | | | | | | | |
| | | | Duplicate User Deletion Form | | | | 2025-09-22 |
| | | | | | Duplicate User Deletion Form (form) | | 2025-09-22 |
| User Parameters | | | | | | | |
| | | | | | | User Profile Differences | 2025-06-04 |
| | | | | | | User Profiles* | 2026-05-02 |
| Setup and Config Topic Overview | | | | | | | |
| WorkFlows Setup and Configuration, Receipts, Backup and Restore, Release Notes | | | | | | | |
| WorkFlows Setup and Configuration | | | | | | | |
| | | | Commonly Set preferences in WorkFlows for Circulation | | | | 2023-06-02 |
| | | | Installing a Thermal Receipt Printer | | | | 2024-11-27 |
| | | | | WorkFlows Receipt Setup Locations | | | 2024-11-27 |
| | | | Using WorkFlows Offline Mode | | | | 2023-10-24 |

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| | | | WorkFlows Supervisor Set-Up | | | | 2024-11-27 |
| | | | | Checking your WorkFlows version number | | | 2025-09-18 |
| | | | | Correcting the Pathway for Viewing and Printing Reports in WorkFlows | | | 2024-10-18 |
| | | | | Entering Closed Dates in WorkFlows | | | 2024-08-19 |
| | | | | Setting the WorkFlows Max Response Size | | | 2025-09-18 |
| | | | | Turning on Tabbed Windows in WorkFlows | | | 2024-10-24 |
| | | | | Updating the WorkFlows IP Address Configuration | | | 2026-02-23 |
| | | | | WorkFlows Classic Mode | | | 2024-09-10 |
| | | | | | WorkFlows Classic Mode (and how to get out of it) (video 3:17) | | 2020-04-16 |
| Backup and Restore WorkFlows Configurations | | | | | | | |
| | | | Backing Up the WorkFlows Configuration Folder on Windows 10 | | | | 2024-12-02 |
| | | | Backing Up the WorkFlows Configuration Folder on Windows 11 | | | | 2024-10-16 |
| | | | Replace the Workflows Configuration Folder on Windows 11 | | | | 2024-10-16 |
| | | | Replacing the Workflows Configuration Folder on Windows 10 | | | | 2024-12-02 |

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| WorkFlows Tech Support and Download Files | | | | | | | |
| | | Upgrading the WorkFlows Staff Client for Symphony 4.2.0.0 | | | | | 2026-03-05 |
| | | | WorkFlows Version 4.2.0 Features and Updates | | | | 2026-03-10 |
| School Handbook | | | | | | | |
| | User Registration Standard for School Libraries | | | | | | 2025-12-01 |
| | | | User Registration for School Libraries | | | | 2025-12-01 |
| | | | | | User Registration for School Libraries (video 10:41) | | 2020-07-28 |
| | | Discarding a Lost Item from a Graduated Student | | | | | 2024-09-11 |
| | | | Welcome to 2025/2026 School Libraries | | | | 2025-07-29 |
| | | | | | WorkFlows Circulation Overview for School Libraries (video 46:15) | | 2020-08-31 |
| Bibliographic Services Department Documents | | | | | | | |
| Cataloging Handbook | | | | | | | |
| Cataloging Topic Overview | | | | | | | |
| Batch editing Items | | | | | | | |
| | | Item Group Editor | | | | | 2026-03-30 |
| | | | | Global Item Modification Wizard | | | 2022-06-09 |
| Best Practices | | | | | | | |
| | | Cooperative (Co-op) Collection | | | | | 2026-02-12 |

RSA Documentation for Member Libraries

| Policies | Standards | Procedures | Guides | Cheat Sheets | Other (Forms, Videos, Dashboards, Miscellaneous) | Parameters | Last updated/ reviewed |
|----------------------|-----------|--|---|--|--|------------|---------------------------|
| | | Using a Shelf List versus the WorkFlows Inventory Item Wizard | | | | | 2018-03-06 |
| | | | Audio Enabled Books | | | | 2023-09-05 |
| | | | Cataloging Magazines in WorkFlows | | | | 2026-05-21 |
| | | | | | Cataloging Magazines in WorkFlows (video 10:28) | | 2026-04-28 |
| | | | Pagination Considerations in Cataloging | | | | 2020-05-07 |
| | | | What Is the Title Page Verso? A Parts of the Book Guide | | | | 2022-05-18 |
| | | | | Library Bound Items Best Practices | | | 2025-07-07 |
| | | | | Prefer Library of Congress Records When Cataloging | | | 2023-06-27 |
| Brief Records | | | | | | | |
| | | Cataloging Cake Pans | | | | | 2025-06-23 |
| | | Catalog Die Shapes and Sets in WorkFlows | | | | | 2015-08-14 |
| | | Cataloging On Order Items | | | | | 2022-10-11 |
| | | When RSA is Ready to Upgrade Your Brief item to an OCLC Record | | | | | 2024-10-10 |
| | | | | | When RSA Is Ready to Upgrade Your Brief Item to an OCLC Record (video 12:15) | | 2023-03-21 |
| | | | Creating a Brief Record | | | | 2026-04-15 |
| | | | | | How to Create a Brief Record with a UPC (video 06:41) | | 2022-06-30 |

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|--|--|----------------------------------|--|--|--|------------|---------------------------|
| | | | | | How to Create a Brief Record with an ISBN (video 07:43) | | 2022-06-30 |
| | | | | | How to Create a Brief Record with an ISSN (video 06:40) | | 2022-06-30 |
| | | | | | How to Create a Brief Record without an ISBN, ISSN, or UPC (video 06:57) | | 2022-06-30 |
| | | | Utilizing RSA's Seed Library Broad Category Enhanced Brief Records | | | | 2025-06-12 |
| | | | | Cataloging Reserves & Rentals | | | 2024-06-28 |
| Cataloging Codes | | | | | | | |
| | | | | Asterisk Display of Cataloging Codes | | | 2026-04-14 |
| | | | | Sound Material Item Types & Item Cat3s Cheat Sheet | | | 2025-12-11 |
| | | | | Tips for Selecting WorkFlows Item Category 4 and 5 Codes | | | 2026-03-30 |
| | | | | WorkFlows Cataloging Code Display in the RSAcat | | | 2026-02-04 |
| Cataloging Policies | | | | | | | |
| Bibliographic Database | | | | | | | 2025-06-05 |
| | Bibliographic Database | | | | | | 2026-05-22 |
| Homosaurus Cataloging | | | | | | | 2024-08-01 |
| New Materials Item Types | | | | | | | 2026-01-08 |
| | New Materials Item Types | | | | | | 2026-01-08 |
| Prohibited Items | | | | | | | 2026-01-08 |
| | | Prohibited Items | | | | | 2025-09-08 |
| | | | Identifying ARCs | | | | 2025-11-25 |

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|-----------------------------|-----------|---|---|--|--|------------|---------------------------|
| | | | Identifying Pirated Items | | | | 2025-09-08 |
| | | | | | Pirated Items Overview (video 09:04) | | 2025-10-30 |
| Database Maintenance | | | | | | | |
| | | | | Database Maintenance Reports | | | 2024-03-22 |
| | | | | | Tidy Cataloging Tips (video 05:34) | | 2020-04-23 |
| Entering Items | | | | | | | |
| | | Changing the Owning Library for an Item Cataloged in WorkFlows | | | | | 2026-04-15 |
| | | Creating Call Numbers for Multi-Piece Items | | | | | 2018-11-06 |
| | | Cataloging a Call Number (Brand New Title) on a Bibliographic Record in WorkFlows | | | | | 2024-10-10 |
| | | Cataloging an Item (Duplicate Copy) On a Bibliographic Record in WorkFlows | | | | | 2024-10-10 |
| Matching | | | | | | | |
| | | | | Do Not Use a Record When | | | 2023-03-01 |
| | | | | Matching a Record to Your Magazine | | | 2023-11-21 |
| | | | | Matching an OCLC Record to Your Book | | | 2025-05-22 |
| | | | | Matching an OCLC Record to Your Video or Sound Recording | | | 2024-12-02 |
| | | | | | Bibliographic Record Tidbits (video 08:40) | | 2020-04-23 |
| | | | | | Search, Match, and Attach (video 05:31) | | 2023-08-17 |

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|---|-----------|--|---|---|---|------------|---------------------------|
| Overviews | | | | | | | |
| | | | Cataloging Content on the RSA Support Site | | | | 2026-02-17 |
| | | | Overview of the New Cataloging Process for Items without matching records | | | | 2023-03-24 |
| | | | | Cataloging At-A-Glance | | | 2026-03-06 |
| | | | | | Cataloging K.I.T. flyer | | 2026-02-17 |
| | | | | | Search Match Attach flyer | | 2026-05-07 |
| Removing Items | | | | | | | |
| | | Deleting Items from WorkFlows | | | | | 2025-03-10 |
| | | WorkFlows Discard User | | | | | 2024-09-16 |
| | | | | | Discard User, an Overview (video 11:06) | | 2020-08-06 |
| Reporting Cataloging Issues to RSA | | | | | | | |
| | | Reporting Cataloging Issues to RSA | | | | | 2025-05-23 |
| Searching for Items | | | | | | | |
| | | | Search Strategy for the WorkFlows Call Number and Item Maintenance Wizard | | | | 2026-03-06 |
| | | | | | Forgotten Search Strategies 1 (video 06:55) | | 2020-04-23 |
| | | | | | Forgotten Search Strategies 2 (video 06:00) | | 2020-04-23 |
| | | | WorkFlows format search enhancement | | | | 2020-12-14 |
| | | | WorkFlows Search Tips | | | | 2023-11-28 |
| | | | | RSAcat Library of Things Search Limit | | | 2020-02-13 |
| Settings | | | | | | | |

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|---|----------------------|--|---|---|---|---|---------------------------|
| | | | WorkFlows Cataloging Set-Up | | | | 2026-03-24 |
| Transferring Items | | | | | | | |
| | | Transfer Wizard | | | | | 2024-10-10 |
| | | | | | Basic Cataloging Level Transfer Wizard (video 6:28) | | 2016-03-14 |
| Updating the Path for Viewing/Printing Bibload Reports | | | | | | | |
| | | Updating the Path for Viewing/Printing Bibload Reports | | | | | 2025-02-06 |
| Bibload | | | | | | | |
| | | Bibload | | | | | 2026-05-04 |
| | | | | | OCLC Cataloging Level Loading Bib Records (video 12:09) | | 2016-03-14 |
| WorkFlows Modify Title Wizard | | | | | | | |
| | | | | WorkFlows Modify Title Wizard | | | 2026-05-13 |
| Cataloging Parameters | | | | | | | |
| | | | | | | Home Location List* | 2023-11-08 |
| | | | | | | Item Category 1 list* | 2017-12-11 |
| | | | | | | Item Category 2 list* | 2014-03-04 |
| | | | | | | Item Category 3 list* | 2026-03-16 |
| | | | | | | Item Category 4 list* | 2026-05-07 |
| | | | | | | Item Category 5 list* | 2026-04-16 |
| | | | | | | Item Category 6 list* | 2026-02-19 |
| | | | | | | Item Types* | 2023-11-08 |
| | | | | | | Mandatory Codes for RSA Libraries | 2025-08-28 |
| | | | | | | Serials Holdings Codes* | 2024-11-01 |
| Asterisk denotes document hosted on old support site | | | | | | | |
| Color Code key | Dropdown Item | Handbook | Topic | | Primary Page | Secondary Page | |