



Resource Sharing Alliance
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WorkFlows Modify Title Wizard Cheat Sheet

Last updated: May 13, 2026

Purposes of the Modify Title wizard:

- Editing the bibliographic description of a **brief record** that **only your library** is attached to. You can also use the Modify Title wizard to add and remove fields from the brief record's bibliographic tab. If you copy/paste bibliographic description from a record in OCLC Connexion Client or Record Manager into a brief record, ensure the subfield delimiters appear as pipes in WorkFlows.
- Easing the overlay of brief records with matching OCLC records, particularly when the ISBN in the brief record's title control number does not appear first on the OCLC record. You will use the Modify Title wizard to edit the brief record's title control number to a lowercase o (as in octopus), directly followed by the OCLC title control number. Import the matching OCLC record as soon as possible after editing the brief record's title control number.

Conditions of access:

- Access to the Modify Title wizard is granted only on a case-by-case basis to assist libraries with ongoing database maintenance projects.
- Occasional issues overlaying brief records with OCLC records and editing bibliographic description on brief records should be reported to the RSA Help Desk at help@librariesofrsa.org.
- Library staff must complete RSA training in how to use the Modify Title wizard before access is granted.
- Do not use the Modify Title wizard to edit the bibliographic description on any OCLC record, regardless of how many libraries are attached, even if only your own library is attached.
- Do not use the Modify Title wizard to edit the bibliographic description on any brief record that has any other libraries besides your own attached.
- Do not share your cataloger account with other staff to prevent unauthorized use of the Modify Title wizard.
- RSA reserves the right to **rescind** access to the Modify Title wizard if it is misused.

Please reach out to the RSA Help Desk at help@librariesofrsa.org or 1-866-940-4083 with any questions.