



WorkFlows Modify Title Wizard Cheat Sheet

Last updated: June 24, 2026

Purposes of the Modify Title wizard:

- Edit the existing bibliographic description of a **brief record** that **only your library** is attached to. The following fields appear by default on the brief record's bibliographic tab: the ISBN in the 020 field, the ISSN in the 022 field, the UPC in the 024 field, the personal author in the 100 field, the title in the 245 field, and the general note in the 500 field. There may be additional fields on the brief record's bibliographic tab that can be edited if that record has been enhanced.
- Add and remove fields from the bibliographic tab of a **brief record** that **only your library** is attached to. 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.
- Ease 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. You can import an OCLC record to overlay a brief record even if other libraries' items are attached to that record.

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.
- 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.