



Resource Sharing Alliance
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Do Not Use a Record When... Cheat Sheet

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When you find a potential matching record for your item in WorkFlows or OCLC (if your library uses Connexion Client or Record Manager), consider the points below before adding your item to the record. Remember, a record that only somewhat matches is not a good fit for your item.

You do NOT want to use a record if:

- The pagination differs by more than 3 pages.
- The size differs by more than 3 cm.
 - It is okay for paperback and hardback books to be on the same record if all other match points are the same and the dimensions vary by no more than 3 cm.
- The record includes bonus content, but your item does not—and vice-versa.
- The record has the wrong publication date and/or publisher.
- The runtime differs by more than 10 minutes for books on CD, Playaways, DVDs, Blu-rays, Wonderbooks, Vox Books, etc.
- The record lists the wrong number of discs.

The above points are not a comprehensive list of possible differences between your item and a potential matching record. Refer to these cheat sheets for more detailed information about match points:

- [Matching an OCLC Record to Your Book Cheat Sheet](#)
- [Matching an OCLC Record to Your Video or Sound Recording Cheat Sheet](#)
- [Matching a Record to Your Magazine Cheat Sheet](#)

If you are unsure if a record is a good fit for your item, or you simply cannot find a matching record, use this [guide](#) to create a brief record in WorkFlows to allow your item to start circulating. To differentiate your brief record from a “somewhat matches” OCLC record in WorkFlows, use the optional 500 note field to tell users what makes this item unique (publication date, publisher, pagination, etc.).

As the RSA Bibliographic Services Department conducts brief record cleanup, we will take a closer look at your item, determine whether a matching record exists (or we will create one!), and then overlay the brief record with a full-level OCLC record. We will ensure your item is on the best possible record, ensuring discoverability in WorkFlows and the RSAcat.

Questions? Please contact the RSA Help Desk at either help@librariesofrsa.org or 866-940-4083.