



Misused Home Locations Project Procedure

Last updated: July 30, 2026

This project involves the cleanup of items in WorkFlows that are assigned home location codes that should only be used as current locations (a.k.a., misused home locations). These locations are used only for system-level functions to track various special status of records. RSA has already removed the codes listed on the next page from every library's Home Location Dropdown menu so that this issue can be avoided in future.

1. **RSA** provides your library with a spreadsheet of items assigned one of the misused home location codes listed on the next page.
2. **Your library** hunts for these items, pulls any that you find from the shelves, and uses the WorkFlows Call Number and Item Maintenance wizard to edit the Home Location to the correct code.
3. **Your library** places copy-level holds on any items currently checked out so that they will be flagged on return. Then you can edit the Home Location to the correct code.
4. **Your library** removes from the spreadsheet any items you find on the shelves and wants to keep in the collection. Only those items should remain on the spreadsheet that you were unable to find and want removed from WorkFlows. Email the spreadsheet to help@librariesofrsa.org.
5. **RSA** bulk removes any items remaining on the spreadsheet from WorkFlows, confirming with you once the removal is complete. RSA will let you know if some of the items are unable to be removed and need manual intervention.
6. **Your library** may need to manually create a bill on the patron record for a lost item or forgive the bill before RSA can bulk remove the item. Refer to these resources for instructions:
[Adding a Bill and Bill Note Before Removing a Lost Item Procedure](#)
[Adding a Bill and Bill Note Before Removing a Lost Item Video](#)
7. **Your library** should refer to the [Lost, Damaged, and Missing Decision Tree Flyer](#) for instructions on how to handle these items in the future.

Please direct any questions about this cleanup project to the RSA Help Desk at help@librariesofrsa.org or 866-940-4083.

RSA has already removed these Locations from every library's Home Location Dropdown menu so that this issue can be avoided in future.

These codes should only be used as current locations or by RSA staff. These codes have been removed from libraries' drop-down menus.	
AVAIL_SOON	Available soon
AVAILABLE	Available for checkout (ask staff for location)
BOOK-CLUB	Checked Out to Book Club: Not Available
CHECKEDOUT	Material has been checked out
CLAIMS_NEV	Patron claims they never had the item
CLAIMS_RET	Claims Returned
DISCARD	Withdrawn from the collection
DIS-CLAIMS	Discarded items claimed retd or never had
DIS-LOS_PA	Discarded items that are Lost & Paid
DIS-MISSIN	Discarded items because they are missing
HOLDS	On hold for someone
HOLDS-AG	On hold for someone
HOLD-SHELF	On Hold for Someone
HOLDS-QU	On hold for someone
INPROCESS	Being cataloged
INROUTE	In route from cataloging
INSHIPPING	Being shipped to destination
INTRANSIT	Being transferred between libraries
LONGOVRDUE	Items long overdue
LOST	Lost
LOST-ASSUM	Assumed lost
LOST-CLAIM	Claims lost
LOST-PAID	Lost and paid for
LOST-TRANS	Item currently unavailable
MISSING	Search in progress for item
NEWHOLD	Item has a new hold to fill
NO-TRANSIT	Available for local checkout (ask staff for location)
OVERDRIVE	E-Book/E-Audio: Availability Unknown - Check ADML Website
QU_CH	Quincy Public Library - Circulation Holds
QU_KIOSK	Quincy PL - County Market Branch Kiosk
QU_KIOSK-S	Quincy PL - County Market Branch Kiosk
QU_PROB-BX	Quincy Public Library - Problem Box
RESHELVING	Being returned to standard shelving location
ROUTED	Routed Material
Z_DELETES	RSA's special mass deletes location for James
Z_DONOTUSE	RSA's special mass discard location