



Resource Sharing Alliance
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Welcome to 2026/2027 School Libraries Guide

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Welcome Back

Are you new to your school, or new to the library? Have you heard of the Resource Sharing Alliance (RSA)? Do you need help checking out, placing holds, or cataloging materials? Are you having trouble logging into WorkFlows? What is WorkFlows? Would you like RSA staff to visit you?

We are here to help, whether you are brand new or a veteran library staff member. RSA is your library consortium. We provide access, training, and catalog support for library software called WorkFlows to 130 member libraries. And your library is a member.

If you are new to RSA, please contact us by phone at 866-940-4083 or 309-315-9123, or email the RSA Help Desk at help@librariesofrsa.org. We would love to get to know you and help you get to know RSA and the services we offer.

Please Bug Us!

If you have any questions at all, you can contact us by phone at 866-940-4083 or 309-315-9123 or email the RSA Help Desk help@librariesofrsa.org. Our support site can be found at: <https://support.librariesofrsa.org/>.

See below for more essential information and some start-of-school year reminders.

Having trouble logging in to WorkFlows?

Your IP (internet protocol) address that allows your library to connect to WorkFlows may have changed. Please give us a call at 866-940-4083 or 309-315-9123, or email help@librariesofrsa.org for assistance.

WorkFlows Quick Reference

A Quick Reference guide for some common problems is available here: <https://support.librariesofrsa.org/project/WorkFlows-circulation-quick-reference-guide/>. If you don't see your problem mentioned here, please call 866-940-4083 or 309-315-9123, or email help@librariesofrsa.org for assistance.

Restore your WorkFlows Configuration Folder onto your computer

Don't forget to create a back-up of your WorkFlows Configuration Settings! Once you've settled in and (hopefully) have your WorkFlows configured to your needs, please take a moment to create a backup of your configuration settings. We recommend saving this

folder to a thumb drive and keeping it somewhere safe. This backup can be used to transfer WorkFlows configurations from one computer to another. We also find that many schools lose WorkFlows configurations over the summer as other updates are made to their library computers.

Instructions for restoring your WorkFlows configuration in Windows 11 can be found here: https://support.librariesofrsa.org/project/setup-config-backup/#Backup_and_Restore.

If you need more information about WorkFlows Configurations, there are many guides on the [Setup & Configuration page of the RSA Support Site](#).

Closing Dates & End-of-Year Dates

We collect closing dates for our libraries and enter them into WorkFlows. Doing this ensures that materials will not be due those days (including breaks). It also allows WorkFlows to accurately calculate the due date for items. You may start submitting your closure dates for the 2026/2027 school year as soon as you know them. Send an email to help@librariesofrsa.org with the closure dates listed. Please do not send calendars.

End-of-Year (EOY) dates for the 2026/2027 school year for ALL school libraries who use them will be set to **5/14/2027** unless otherwise instructed. All checked out items will be due on this date. If you wish to set a different EOY date, email the RSA Help Desk at help@librariesofrsa.org notifying us of the date that you wish to use.

If you would like books returned at the end of first semester in December before winter break, we can add that date also. The End-of-Semester (EOS) date is used by the system to reduce your standard loan period when approaching that date. The EOS date becomes the due date when normal loan periods extend beyond that date. If you provide December and May dates, once the December date passes, your checkouts return to your normal loan length until the May date approaches.

If you notice your materials checking out for one day, the reason is probably that your last End-of-Year or End-of-Semester date has passed and needs to be updated. Please email help@librariesofrsa.org with your 2026/2027 End-of-Year or End-of-Semester dates.

Batch uploading students to WorkFlows

If you would like us to batch upload your students to WorkFlows, you just need to send an email to help@librariesofrsa.org with an Excel spreadsheet or a .csv file attached.

At a minimum, the file should contain the following details: Barcode, User Profile, First Name, Middle Name or initial (if applicable), Last Name, Library, Expected Graduation Year.

You can also include other information. Many of our libraries find adding a student ID number, Group ID (homeroom or graduation year), Preferred Name, and email address helpful.

Before you prepare the file, you should read over the User Registration Standard for School Libraries which can be found here: https://support.librariesofrsa.org/handbook/school-handbook/#User_Registration_for_School_Libraries_Standard.

Delivery Start Date

Delivery of materials for schools will resume on Monday, August 17, 2026. Please stay tuned for an email from RAILS Delivery with more information about this. You will be receiving communications about this resumption from Robert Morgan, the RAILS East Peoria Delivery Services Manager.

RAILS Delivery changed their process about a couple of years ago. Delivery labels should include the destination library's Delivery Code rather than the library name. The RSA Membership list has been updated to include these new codes. Please download a fresh copy of the RSA Membership list from: <https://support.librariesofrsa.org/about/member-libraries/>. If you have questions about delivery, please email railsdelivery@railslibraries.org or call Robert at (309) 798-6842.

We have created a guide to the RSA membership list and the RAILS labeling procedure, available here: https://support.librariesofrsa.org/project/ill-resource-sharing/#RAILS_Delivery_Codes_and_Labeling_Procedure.

Holds and Picklists – a refresher

RSA staff will turn on holds for school libraries on **August 14th, 2026**.

We have worked to revise and simplify our documentation on Holds, so we thought it would be a suitable time to provide you with an update on Holds and Picklists. The best place to start is the documentation we have on our support site that covers Holds and Picklists.

Our guide on How Holds Work can be found here: https://support.librariesofrsa.org/project/holds/#How_Holds_Work.

Our guide on Processing Holds can be found here:

https://support.librariesofrsa.org/project/holds/#Processing_Holds.

Our guide to Placing Holds for your students and school staff and faculty can be found here: https://support.librariesofrsa.org/project/holds/#Placing_Holds.

The most important thing to remember is to check your RSA-provided IONOS email address at least once a day. This is important not only because you may receive other vital communication at this account (questions from other libraries, email failure notices, etc.), but because this is also where you will receive your library's Clean Hold Shelf List.

RSA staff run a Holds Workshop on a Monthly basis. You can sign up for the next one on September 15, 2026, from 10-11:30am here: <https://librarylearning.org/event/2026-09-15/rsa-basic-workflows-holds-workshop>. Please note that you must log into L2 to sign up for our workshops. We send monthly notices about upcoming workshops by email. Feel free to sign up for these workshops when those announcements are sent out.

Need Help Cataloging an Item?

If you need to catalog an item, but you are unable to find a matching record in WorkFlows, or you are unsure if the record you found matches the item, please create a brief record in WorkFlows. Once you create the brief record, the item is ready to start checking out.

For step-by-step instructions on how to create a brief record, along with screenshots of example brief records, refer to this guide: <https://support.librariesofrsa.org/project/create-a-brief-record/>. If you only want to print the instructions and not the example brief records, select pages 1-6 when you print. For videos that show how to create brief records, check out this playlist on the RSA YouTube channel:

https://www.youtube.com/playlist?list=PLt2wA_EbLSx8MNZXzdEBJJOftickua_a.

If you would like to be guided through creating a brief record, contact help@librariesofrsa.org. RSA will schedule a virtual screen sharing session at a time that works for you.

For in-depth cataloging training, attend a Basic WorkFlows Cataloging Workshop. These workshops are scheduled monthly on [L2](#). Be sure to log into L2 to register. All staff who catalog are welcome to attend this workshop, whether they are new to cataloging or need a refresher.

Do you have questions about brief records or anything else cataloging-related? Please call 866-940-4083 or 309-315-9123 and ask to talk to an RSA cataloger!

Brief Record Upgrade Process

Last May, your library may have sent brief items to RAILS East Peoria for the RSA Bibliographic Services Department to upgrade to OCLC records. The upgrade improves the item's discoverability in WorkFlows and the RSAcat.

If the upgraded item was ready to be returned to you at the end of the last school year, but your delivery had already stopped, your items are being kept at RAILS East Peoria until delivery resumes for your library on Monday, August 17, 2026.

RSA will resume placing holds on brief items on Tuesday, September 8, 2026. RSA will email you when they are ready to upgrade your brief item to an OCLC record. The brief item will appear on your library's holds picklist. If you do not want to send your brief item to RSA for upgrade, reply to the email to let RSA know so they can cancel the hold.

When you fill out the RAILS delivery label to send a brief item to RSA, write 200-EP on the "To" line, your full library name on the "From" line, and circle "Hold." If your library needs additional delivery bins to send items to RSA for cataloging, email the RAILS Delivery Help Desk at railsdelivery@railslibraries.org.

Once the brief item has been upgraded to an OCLC record, RSA will email you to confirm and then return the item in delivery. For more detailed information about what will happen when RSA is ready to upgrade your brief item to an OCLC record, refer to this document: <https://support.librariesofrsa.org/project/procedure-when-rsa-is-ready-to-upgrade-your-brief-item-to-an-oclc-record/>.

On Friday, April 30, 2027, RSA will pause placing holds on school libraries' brief items until delivery resumes in the fall. RSA will attempt to catalog and return any items prior to delivery stopping at the end of May 2027. If that is not possible, items will be held in the East Peoria delivery hub until delivery resumes in fall 2027.

Training Videos

A playlist of short training videos targeted for School Library Staff is available on the RSA NFP YouTube Channel:

https://www.youtube.com/watch?v=EJoML4XqN84&list=PLt2wA_EbLSx_YcD7YyB2RD1tpAgC6_tI4&pp=iAQB.

Is there a WorkFlows topic you think would be helpful to create as a video? Please email help@librariesofrsa.org to share your suggestion!

Request a visit

RSA staff can visit your school library and help you review lots of WorkFlows-related topics, including (but not limited to) configurations, circulation or cataloging tips and tricks, overdue/bill/ courtesy notices, hold and circulation rules, inventory, hold picklists, billing, and other RSA-related topics. You can request a virtual or in-person visit using this form: <https://form.jotform.com/RSAfp/RSA-site-visit-request>.

Your colleagues can sign up for RSA's general announcements and to RSA's Schools email forum. Share this link with any of your colleagues who don't receive our emails. Sign up here: <https://form.jotform.com/RSAfp/rsa-email-groups>.

Information from RAILS

This is information shared by RAILS with their members which we wanted to ensure RSA school libraries had seen.

Illinois School Library Workers Symposium: School Library Staff please join us for the fourth annual Illinois School Library Workers Symposium! This full day of virtual library training is provided by your Illinois library agencies: the Association of Illinois School Library Educators (AISLE), Illinois Heartland Library System (IHLS), Illinois Library Association (ILA), and Reaching Across Illinois Library System (RAILS), and is provided at no cost to you or your district. Up to 3.5 hours of PDH are available, and you will also have plenty of time to network with other school library staff and talk about topics that may be on your mind. For more information contact Jessica Silva, RAILS Member Engagement Specialist, jessica.silva@railslibraries.org.

ISL Statewide E-Resource Package: What Schools Need to Know. See <https://railslibraries.org/news/114189> for exciting news about the new Statewide E-Resource package and how schools can make it available to their faculty and students.

Public Act 103-0100: See <https://railslibraries.org/news/113339> for important information about a recent state law.

Questions: Please call the RSA Help Desk at 866-940-4083 or 309-315-9123, or email at help@librariesofrsa.org.