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Cataloging No-Transit Items Guide

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The WorkFlows upgrade in March 2026 to version 4.2.0.0.1335 enabled a new category of item types for no-transit items. Items cataloged with no-transit item types allow libraries to limit checkouts and returns to only the library that owns the item. No-transit item types, however, are not intended to keep your new materials in your library. Please continue to use a local or no holds rule for that purpose.

No-transit item types are especially helpful for items that your library does not want to send through RAILS delivery due to their size, value, fragility, or difficulty transiting them. Examples of items include (but are not limited to): Rokus, tabletop games, jigsaw puzzles, fishing poles, Tonie boxes, STEAM kits, wi-fi hotspots, and yard games.

Items cataloged with no-transit item types will not be transited by WorkFlows, not even between branches of the same library. In other words, if a no-transit item is owned by the Peoria Public Library North Branch, it can only be checked out and returned at the North Branch, not Main, Lakeview, etc.

Cataloging no-transit items correctly in WorkFlows is critical for two reasons:

- When a hold is placed on a no-transit item in WorkFlows, staff will understand why the pickup library drop-down menu changes to only include the owning library.
- When a hold is placed in the RSAcat, patrons will understand why the item must only be checked out and returned at the owning library. The RSAcat will not allow the patron to place the hold until they select the correct pickup library.

This guide provides guidance on cataloging parameters for no-transit items, instructions for how to catalog a no-transit item not already in WorkFlows, shows examples of a no-transit brief record and its attached item, advises on next steps if the no-transit item is already cataloged in WorkFlows, and explains what to do if another library is attached to your no-transit brief record.

Please contact the RSA Help Desk at help@librariesofrsa.org or 1-866-940-4083 if you have questions about cataloging no-transit items.

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Set up parameters before you begin cataloging no-transit items

Home location:

Assign a home location that indicates where the no-transit item is shelved in your collection. Email the RSA Help Desk at help@librariesofrsa.org if you need to add a home location to your WorkFlows drop-down menu or if you have a suggestion for a new home location. Refer to this list to see all available home locations:

<https://alsi.sdp.sirsi.net/custom/web/RSAweb/SystemInfo/Parameters/Home%20Location%20Codes.xls>.

If you want to allow holds on the no-transit item, make sure it is not assigned a non-holdable home location. Non-holdable home locations are highlighted in yellow in the list linked above.

Item categories:

Assigning item categories 1, 2, and 3 is required.

Assigning item category 4 is recommended, and item category 5 is optional. Email the RSA Help Desk at help@librariesofrsa.org if you need to add an item category 4 or 5 to your WorkFlows drop-down menu or if you have a suggestion for a new item category 4 or 5. Refer to these lists to see all available codes:

Item category 4: <https://alsi.sdp.sirsi.net/client/search/asset/3862/0>

Item category 5: <https://alsi.sdp.sirsi.net/client/search/asset/3863>

Assigning the OCLC EXCLUDE item category 6 is required. It will allow no-transit records to be excluded from RSA's ongoing brief record cleanup and the monthly process to batch update OCLC holdings.

Item categories 7-10 can be left as UNDEFINED because RSA does not currently use them.

Item type:

Email the RSA Help Desk at help@librariesofrsa.org for assistance getting started with a no-transit item type the first time you are cataloging one of these items.

RSA will work with you to set up circulation and hold rules for the no-transit item type, configure it in your library's overdue, bill, and courtesy notices, and add the no-transit item type to your WorkFlows drop-down menu.

All no-transit item type codes begin with NT- for easy identification when cataloging and placing holds in WorkFlows. Refer to the next page for a chart of the no-transit item types along with their corresponding item category 3.

Item Type	RSAcat Description	Item Category 3
NT-AV-EQ-1	AV & Media Electronics	EQUIPMENT
NT-AV-EQ-2	AV & Media Electronics	EQUIPMENT
NT-COMP-1	Laptops & Network Equipment	EQUIPMENT
NT-COMP-2	Laptops & Network Equipment	EQUIPMENT
NT-GM-PZ-1	Games & Puzzles	REALIA
NT-GM-PZ-2	Games & Puzzles	REALIA
NT-J-TOY-1	JUV / Youth Electronics & Toys	EQUIPMENT
NT-J-TOY-2	JUV / Youth Electronics & Toys	EQUIPMENT
NT-KIT-ED1	Educational / Sensory & Theme Kits	KIT
NT-KIT-ED2	Educational / Sensory & Theme Kits	KIT
NT-LIBOT-1	Library of Things & Specialty Tools	REALIA
NT-LIBOT-2	Library of Things & Specialty Tools	REALIA
NT-OUTSD-1	Outdoor Recreation & Sports	REALIA
NT-OUTSD-2	Outdoor Recreation & Sports	REALIA
NT-REFSP-1	Reference / Special Collections & Oversized	BOOK
NT-REFSP-2	Reference / Special Collections & Oversized	BOOK

Examples for each no-transit item type are listed below. These examples are not intended to be an exhaustive list. Email the RSA Help Desk at help@librariesofrsa.org if you need assistance determining the appropriate item type for your no-transit item.

Item Type	Example Items
NT-AV-EQ-1 NT-AV-EQ-2	Projectors, Tripods, Rokus, GoPros, Blu-ray players, External disc drives, CD Walkmans, Microphones, Webcams, Ring lights, Headphones, Bluetooth adapters/transmitters, Audio cables, Outdoor movie kits
NT-COMP-1 NT-COMP-2	Laptops, Chromebooks, Wi-Fi hotspots, Laptop/hotspot bundles
NT-GM-PZ-1 NT-GM-PZ-2	Board games, Jigsaw puzzles, Nintendo Switch consoles, Joy-Cons
NT-J-TOY-1 NT-J-TOY-2	Tonie boxes, Tonie figurines, Yoto mini players, Playaway Launchpads, American Girl dolls, STEM toys, Remote control robots, and cars
NT-KIT-ED1 NT-KIT-ED2	STEM and STEAM kits, Osmo kits, Early literacy kits, Storytime boxes, Phonics kits, Memory kits, Dementia kits, Stay Sharp kits, Sensory kits, Citizen Science kits, CPR kits

NT-LIBOT-1 NT-LIBOT-2	Cake pans, Metal detectors, Radon detectors, Appliance load testers, Medical devices (e.g., blood pressure and oxygen monitors, crutches), Bike repair kits, Museum and zoo passes
NT-OUTSD-1 NT-OUTSD-2	Fishing poles, Disc golf sets, Yard games, Bird watching kits, Telescopes, Ghost hunting kits
NT-REFSP-1 NT-REFSP-2	Local history, Genealogy, Antique books, Fragile or expensive items, Oversized or coffee table books, Other bulky or heavy items that may be difficult to send in delivery

Cataloging procedure if the no-transit item is not already cataloged in WorkFlows

1. Log into WorkFlows using your individual cataloger account.
2. Click on the Cataloging module at the top of the screen.
3. From the Titles group on the left side of the screen, open the Add Title wizard. If a pop-up box appears, warning you that call number information cannot be modified for your library, try the steps below (you should only need to do these steps once):
 - a. Close the pop-up box with the warning.
 - b. Put your mouse cursor over the Add Title wizard and *right* click.
 - c. Select Properties.
 - d. Once the properties box opens, check the entries template menu to ensure TEMPLATE is selected.
 - e. Click OK to close the Properties box.
 - f. *Left* click to reopen the Add Title wizard. The pop-up box with the warning should not appear.
4. On the Bibliographic tab, fill in the following information under “Contents”:
 - a. ISBN (020): Enter the 13-digit ISBN if the item has one. If the item only has a 10-digit ISBN, enter it. Do not use hyphens or spaces. If the item does not have an ISBN, leave this field blank.

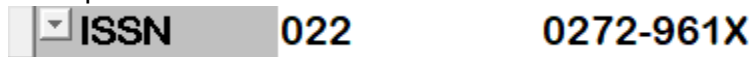
If the item is a book, book on CD, Playaway, Vox, or Wonderbook, and both an ISBN and UPC appear on the item, prefer the ISBN. Enter the ISBN in the 020 field. No need to enter the UPC in the 024 field.

Example:

 020 9780355398754

- b. ISSN (022): Enter the 8-digit ISSN if the item has one. Use a hyphen between the fourth and fifth digits. If an item does not have an ISSN, leave this field blank.

Example:

 022 0272-961X

- c. UPC (024): Enter the 12-digit UPC if the item has one. Do not use hyphens or spaces. If an item does not have a UPC, leave this field blank.

If the item is a Blu-ray, DVD, or music CD, and both an ISBN and UPC appear on the item, prefer the UPC. Enter the UPC in the 024 field. No need to enter the ISBN in the 020 field.

If the item is a purchased binge box with a single UPC, but an ISBN also appears on the item, prefer the UPC. Enter the UPC in the 024 field. No need to enter the ISBN in the 020 field.

Example:

☐ **Standard identifier# 024** **826150208925**

- d. Author (100): Enter the author's name in ALL CAPS in the LASTNAME, FIRSTNAME format. If an item does not have an author, leave this field blank.

Example:

☐ **Personal Author** **100** **1** **LE GUEN, SANDRA**

If UNAUTHORIZED automatically appears after the author's name in the 100 field, there is no authority record in WorkFlows to control that name to the authorized form found in the Library of Congress authority file. No need to report the unauthorized heading to the RSA Help Desk. The unauthorized name will continue to be searchable in WorkFlows and the RSACat.

- e. Title (245): ***Required*** for all no-transit brief records.

To ensure the title is fully searchable in WorkFlows and the RSACat, enter the first and second indicator values. These values are entered under the "Ind." column next to the 245, shown below.

Festschr	0	Indx
Lang	eng	Mod Rec
▼		
Label	Tag	Ind. Contents
ISBN	020	
ISSN	022	
UPC	024	1
Personal Author	100	1
Title	245	

No-transit brief records will most likely use the indicators 00. The 00 means there is no author in the 100 field and no initial article *a*, *an*, *the* at the beginning of the title. Refer to the [Creating a Brief Record Guide](#) for more information about indicator values if your item has an author and/or a title with an initial article.

To ensure staff and patrons understand the item is no-transit, the title must include the name of the checkout and return library (or branch if applicable).

Backspace to remove the auto-generated ****REQUIRED FIELD**** text in the title field. In ALL CAPS, type the item that will not transit, followed by FOR CHECKOUT AND RETURN ONLY AT ****YOUR LIBRARY NAME.**** No need to enter the asterisks before and after your library name.

Example for a library without a branch:

245 00 TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE.

Example for a library with a branch:

245 00 TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE QUINCY BRANCH.

- f. General Note (500): This field is optional but recommended for no-transit items. Use it to enter information about the item that is helpful for the patron to know, such as a short description of the item and any accompanying pieces that check out with it. No need to enter the general note in ALL CAPS.

Example:

500 This Gysker Astronomical Refracting Telescope for beginners checks out with a carrying bag, phone adapter, and wireless remote.

- g. Cataloger Email (592): Backspace the auto-generated ****Required Field**** text. Type “leave as brief” into the 592 field (but without quotation marks). “Leave as brief” will tell RSA to leave the item as-is on the brief record and not place a copy-level hold to upgrade it to an OCLC record. No-transit brief records will not be upgraded to OCLC records.
 - h. Held by (596): Leave this field blank. Your library’s WorkFlows code will automatically be entered into this field as the record is indexed.
5. On the Control tab, leave the SirsiDynix auto-generated title control number as-is that begins with an ‘a’ (e.g., a2251125) even if your item has an ISBN, ISSN, or UPC. Leaving the title control number as-is will prevent the brief record from being overlaid with a matching OCLC record. As mentioned above, no-transit items will not be cataloged on OCLC records.

Example:

Title control number:	a2251125
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6. On the Call Number/Item tab, enter your item's information, including its call number, item ID, item type, home location, item categories, and price. Use the circ note to remind staff not only to check for accompanying pieces, but also to remind them that the item must be checked out and returned only to that library.
7. Click the Save button at the bottom after you enter the call number and item information.
8. Go to the Control tab. Change the record format to BRIEF-NT. Assigning this format is important. Like the OCLCEXCLUD item category 6, the BRIEF-NT record format will allow these records to be excluded from RSA's ongoing brief record cleanup and the monthly process to batch update OCLC holdings.

Important:

- Always use the close button at the bottom of the screen to shut the brief record.
 - After a brief record is saved, and the brief record screen is closed, you are unable to edit the brief record's ISBN, ISSN, UPC, author, title, general note, cataloger email address, title control number, or record format. Please report mistakes on no-transit brief records to help@librariesofrsa.org.
9. Ensure each no-transit item has a clearly visible label directly on the item itself or on its container, or library staff apply a note to the physical item at the time of check out. The label should clearly explain that this item must only be returned to the checkout library. This note has several benefits:
 - It will help patrons remember that the item must be returned to the checkout library.
 - The note may help other libraries determine when a no-transit item is returned to them that should not be.
 - The note will be especially helpful for libraries with multiple branches where the item is expected to be returned to the specific branch where it checked out.

Example brief record for a no-transit item

Call Number and Item Maintenance

TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE

Control Bibliographic Call Number/Item Bound-with

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	260624	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Title	245	00	TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE.
General Note	500		This Gysker Astronomical Refracting Telescope for beginners checks out with a carrying bag, phone adapter, and wireless remote.
Cataloger Email	592		Leave as brief.
Held by	596		AG_ALS-PDC

TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Basic title information

Title control number: a2466429

Catalog key: 2466429

Record format: BRIEF-NT

Number of volumes: 1

Title creation

Created by: ADMIN

Date cataloged: NEVER

Date created: 6/24/2026

Title modification

Modified by: ADMIN

Date modified: 6/24/2026

Previously modified by: ADMIN

Example call number and item information for a no-transit item

Call number information			
Call number:	TELESCOPE #11	Class scheme:	DEWEY
Call library:	AG_ALS-PDC		
Shadow call number	N		
Item information			
Item ID:	A12568711239	Copy number:	1
Type:	NT-LIBOT-1	Item library:	AG_ALS-PDC
Home location:	LIBTHINGS	Current location:	LIBTHINGS
Item cat1:	EQUIPMENT	Item cat2:	EQUIPMENT
Item cat3:	REALIA	Item cat4:	LIBTHINGS
Item cat5:	UNDEFINED	Item cat6:	OCLCEXCLUD
Item cat7:	UNDEFINED	Item cat8:	UNDEFINED
Item cat9:	UNDEFINED	Item cat10:	UNDEFINED
Media desk:		Number of pieces:	4
Total charges:	0	Price:	\$97.00
Permanent	Y	Circulate	Y
Shadow item	N		
Extended information			
Tag	Contents		
CIRCNOTE	This item can only be checked out and returned at RSA. Check for carrying bag, phone adapter, and wireless remote.		
PUBLIC			
STAFF			

If you want the no-transit item cataloged on a brief record with enhanced bibliographic description beyond the title and general note

Email the RSA Help Desk at help@librariesofrsa.org. RSA Bibliographic Services staff will ask you to send the item through RAILS delivery to the RAILS East Peoria Service Center. Having the item in hand ensures accurate, quality bibliographic description is entered on the brief record.

If sending the item in delivery is not feasible, email the RSA Help Desk digital photos of the item and the link to its online product description if available, such as Amazon. RSA Bibliographic Services staff will use the photos and product description to enhance the bibliographic description on the brief record.

If more than ten no-transit items need to be cataloged on enhanced brief records, reach out to the RSA Help Desk. Depending on the items' complexity and the amount of time necessary to enhance the brief records, RSA Bibliographic Services staff will provide guidance on how many items to send through delivery or to submit as digital photos at one time.

If the no-transit item is already cataloged in WorkFlows on a brief record, and you are the only library attached

Email the RSA Help Desk at help@librariesofrsa.org. RSA Bibliographic Services staff will edit the record format to BRIEF-NT, change the title control number to prevent overlay with a matching OCLC record, modify the title to include FOR CHECKOUT AND RETURN ONLY AT **YOUR LIBRARY NAME**, and if necessary, help you get started using a no-transit item type.

If the no-transit item is already cataloged in WorkFlows on a brief record, and there are other libraries attached

Email the RSA Help Desk at help@librariesofrsa.org. RSA Bibliographic Services staff will create a no-transit brief record for only your item and transfer it to that newly created record. Checkout and inventory statistics will transfer with your item to the no-transit record. If necessary, RSA will also help you get started using a no-transit item type.

If the no-transit item is already cataloged in WorkFlows on an OCLC record, whether only your library or other libraries are attached

Email the RSA Help Desk at help@librariesofrsa.org. RSA Bibliographic Services staff will create a no-transit brief record for only your item and transfer it to that newly created record. Checkout and inventory statistics will transfer with your item to the no-transit record. If necessary, RSA will help you get started using a no-transit item type.

If you notice another library's item is attached to your no-transit record

Email the RSA Help Desk at help@librariesofrsa.org. If it is a no-transit item, RSA Bibliographic Services staff will work with the library to move the item to its own no-transit record. If it is a regular item, RSA Bibliographic Services staff will place a copy-level hold on the item to have it in hand to transfer it to a matching OCLC record.