



Cataloging Reserves & Rentals Cheat Sheet

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Reserves

Reserves are items for use by students and/or faculty for academic coursework. They should be shelved separately and may circulate differently than other library materials.

- *Required:* Use the home location code RESERVES when cataloging all reserve items.
 - Before cataloging, contact help@librariesofrsa.org to have this code added to your menu, if needed.
- *Optional:* Use the item type RESERVE, RESERVE-L (for long loan reserves), or RESERVE-S (for short loan reserves).
 - Contact help@librariesofrsa.org to add a new item type to your menu and to create circulation and hold rules for it. You may not want to allow holds on reserve items.
- If the reserve item is permanent to your collection (i.e., not an ILL), attach your item to an OCLC record. If no matching OCLC record is already in WorkFlows, search OCLC Connexion Client or Record Manager for a record to import (if your library uses OCLC).
- If no record is available for the reserve item in WorkFlows or OCLC, enter it as a brief record using the Add Title wizard in WorkFlows. Follow the instructions in the [Creating a Brief Record Guide](#).
- If the reserve item is an ILL item and will not be available at your library after the semester(s) for which it is on reserve, enter the item as a temporary record. Follow the instructions in the [Creating & Deleting Temporary Brief Records for Non-RSA Interlibrary Loan Items Procedure](#).
- Multiple copies of the same title should all be attached to a single record. Do not enter separate brief records.
- Uncheck the permanent box on the reserve item's call number/item record in WorkFlows if the item is only temporarily available in your collection.

- When no longer on reserve, discard the brief records for ILL items or change the reserve item type and/or home location codes to those codes assigned to permanent items in your collection. [Submit a report request](#) to ask RSA to provide you with a report of your library's reserve items. These reports can also be scheduled to be regularly sent to your email.

Rentals

Rentals are items leased from a vendor, available at your library for a specified amount of time.

- *Required:* Use the item type BOOK-RENT or LEASE.
 - Before cataloging rental items, contact help@librariesofrsa.org to add the new item type to your menu, create circulation and hold rules for it, and configure it in your library's overdue, bill, and/or courtesy notices. You may want to allow local holds only or no holds for rental items.
- *Optional:* Use the home location code RENTAL if these items will be shelved separately from other materials.
 - Contact help@librariesofrsa.org to have this code added to your menu, if needed.
- Attach the rental item to an OCLC record whenever possible. If no OCLC record is in WorkFlows, search OCLC Connexion Client or Record Manager for a record to import (if your library uses OCLC). Assign the OCLCEXCLUD item cat 6 to prevent your library's holding from being updated in OCLC for WorldShare interlibrary loan requests.
- If no record is available for the rental item in WorkFlows or OCLC, enter it as a brief record using the Add Title wizard in WorkFlows. Follow the brief record instructions found in the [Creating a Brief Record Guide](#).
- Uncheck the permanent box on the rental item's call number/item record in WorkFlows because the item is only temporarily available in your collection.
- Discard rental items when they are no longer available at your library. [Submit a report request](#) to ask RSA to provide you with a report of your library's rental items. Reports of rental items can also be scheduled to be regularly sent to your email.

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