



Circulating No-Transit Items Guide

Last updated: September 2, 2026

With the March 2026 WorkFlows 4.2 update, a new option was added at the system level, per-item type. We now have the option to make an item type that is non-transitable.

What is the difference between Non-transitable Items and Local Holds?

Non-transitable: *Items with these new item types are pickup and return only at the item-owning library branch. Note: for those with multiple branches, this is a branch level restriction, patrons cannot pick up or return at a different branch.*

By default, any patron can place a hold on the item, but they must select the item-owning library/branch as the pickup point when they place the hold. For example, a board game is marked as non-transitable by Fondulac District Library. A Morton patron can place a hold, but they can only check it out and return it at FDL.

Non-transitable items may have hold rules assigned: be holdable by any library's patrons, local holds only, or not allow any holds independent of the non-transitable status.

Local Holds: *Limits holds for the specified item type or types to your patrons only. However, your patrons may choose other libraries or branches as their preferred pickup library.*

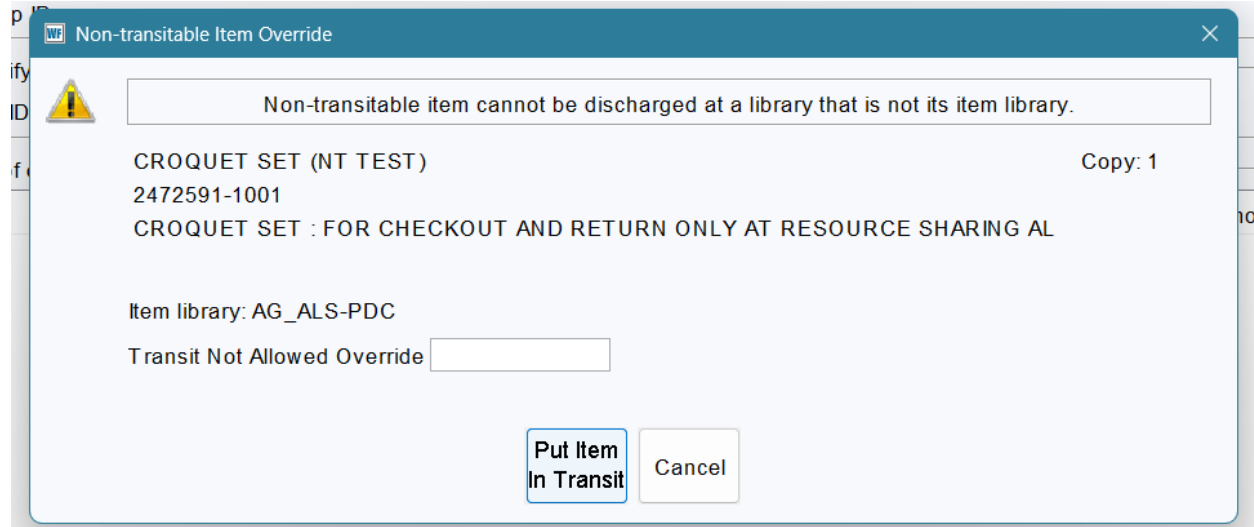
Local holds tell the system that only the item-owning library's patron can place a hold on the item. The system DOES NOT limit the patron's choice of pickup or return library, if they choose, it can be picked up at any library. For example, a board game is marked as local holds by Fondulac District Library. A Morton patron **could not** place a hold, BUT an FDL patron could place a hold and have it sent to Morton PL for pick up.

What happens if a patron returns a non-transitable item to a different library?

If a patron returns a non-transitable item to any library but the item-owning branch, WorkFlows will not allow it to be discharged and displays a pop-up window (see below). There is no override to accept the item and discharge it from the patron's account. When you exit the pop-up, the item will stay checked out on the patron's account.

If a non-transitable item is returned to the incorrect library or branch, staff should contact the patron and tell them they need to come get the item and return it to the correct library. If a patron does not return to pick up the item, staff should contact the item-owning library to let them know, then contact RSA staff via the Help Desk to release the item for transit.

Screenshot 1: Discharge at library who does not own the non-transitable item. The usual override will not work here.

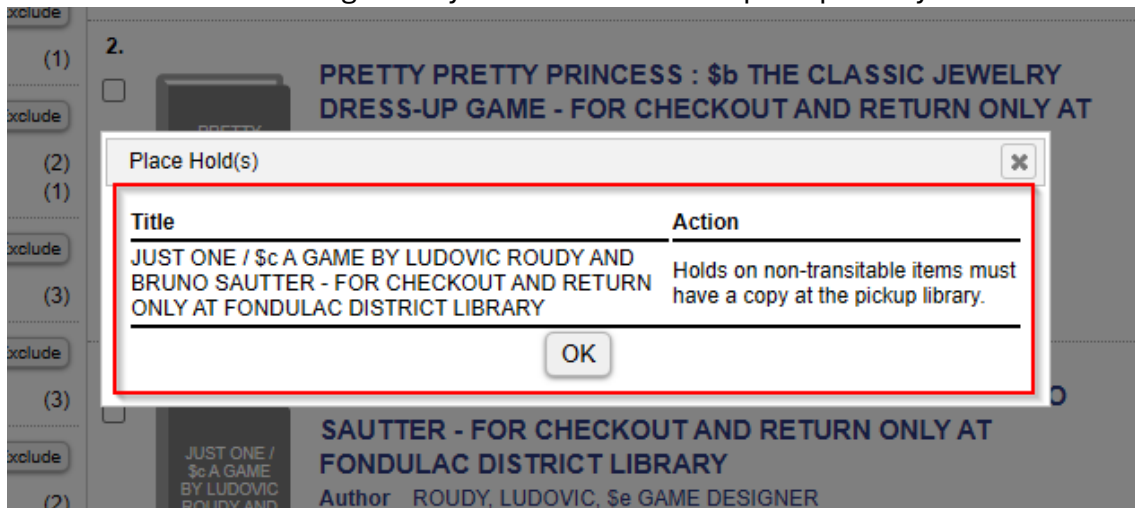


Placing Holds in RSACat or RSACat Mobile on Non-transitable items.

RSA has set specific cataloging guidance to help patrons understand that these items are different from typical items in the catalog. The titles for non-transitable items include the text “FOR CHECKOUT AND RETURN ONLY AT XXXXXXXXXX LIBRARY.” Assuming the patron is allowed to place a hold on the item in the hold map, if the patron’s selected pickup library does not match the item owning library branch, they will see the error in the screenshot below. This is the patron’s other hint that they can only pick up the item at the owning branch.

Once the hold is successfully placed, if the patron tries to modify the pickup location in their My Account page, the change will fail and they receive the same error message.

Screenshot 2: Patron message if they select the incorrect pickup library.



Placing Holds in WorkFlows on Non-transitable items.

When staff place a hold for a non-transitable item in WorkFlows, **the pickup library will change to the item-owning library in the wizard without notifying you.** This change overrides your local Pickup at: setting in the Place Hold wizard. The Pickup at: library changes once both the User ID and the Item ID have been selected in the Place Hold wizard. Because each title should only have items from one library, this ensures the pickup library is correctly set to allow the hold.

For example, a Tremont PL staff member places a hold for a non-transitable item owned by Morton PL, the Place Hold Wizard Pickup at: library is initially set to TD_TREMONT. Once both the User ID: and Item ID: fields have been selected, the Pickup at: library changes to the item owning branch, MP_MORTON. If you click the drop-down, no other options are available to select. Assuming there are no hold map restrictions on this item type, the system will allow the hold.

Screenshot 3: Place Hold Wizard.

User ID:

Identify item

Item ID:

Hold Info

Pickup at: Expires:

Comments:

Date suspended: Date unsuspended:

Level/Range

Level: ☐ Copy ☒ Title

Range: ☐ Library ☐ Group ☒ System

Modifying Holds in WorkFlows on Non-transitable items.

Library Staff attempting to modify the hold pickup location for non-transitable items will see the same error message as patrons attempting to modify the hold pickup location in RSACat and RSACat Mobile. Only the item-owning library can be set as the pickup location. See the screenshot below for this error.

Screenshot 4: Changing Pickup Library Error Message.

The screenshot shows a 'Display User' window with the following sections:

- User Information:**
 - Name: [REDACTED]
 - Profile name: ADULT...
 - User categories: Y
 - Group ID: TESTDATA
 - Status: DELINQUENT
 - Amount owed: \$4.04
 - Overdues: 0
 - Privilege expires: 3/31/2029
 - Library: FONDULAC
 - Available holds: 0
 - Checkouts: 1
- Modify Holds Fields:**
 - ☐ Allow Recall ☒ No Recall ☐ Recall now (RUSH)
 - Pickup at: AASTOR-PLD (highlighted with a red box)
 - Expires: 6/28/2027
 - Date suspended: [empty]
 - Date unsuspended: [empty]
 - Comment: ☐ Append ☐ Replace ☐ Remove

An error message dialog box is displayed over the 'Pickup at' field:

Display User - Error

Holds on non-transitable items must have a copy at the pickup library.

OK

At the bottom of the window, there is a table with the following data:

SPOT IT!	Sb A...	A12803544644	TITLE	(unavailable)	9/1/2026	FONDULAC	6/28/2027	suspended

For more information about cataloging No-Transit items, see the [Cataloging No-Transit Items Guide](#).

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