



OCLCEXCLUD Item Cat 6 Cheat Sheet

Last updated: September 4, 2026

OCLCEXCLUD (OCLC Holding Not Updated) is a special use code located in the WorkFlows Item Cat 6 drop-down menu. OCLCEXCLUD is a mandatory code and cannot be removed from a library's menu, but using it is optional. OCLCEXCLUD appears alongside the other mandatory Item Cat 6 code UNDEFINED (Not Defined).

Item cat6:	OCLCEXCLUD
Item cat8:	OCLCEXCLUD
Item cat10:	UNDEFINED

A library will use OCLCEXCLUD in one of two scenarios:

1. You are cataloging an item on an OCLC record, and you do NOT want your item to fill OCLC WorldShare interlibrary loan requests. If OCLCEXCLUD is assigned to an item, RSA will not update your library's holding for that item during the next run of the process that batch updates OCLC holdings. Because the holding is not updated in OCLC, the item will not be visible for WorldShare interlibrary loan requests.
2. You are creating a brief record for an item, and you do NOT want RSA to place a hold on that item to upgrade it to an OCLC record. This is most common with equipment, games, puzzles, toys, kits, etc. When creating the brief record, you will type "leave as brief" in the 592 field and then use OCLCEXCLUD in the Item Cat 6. The combination of "leave as brief" and OCLCEXCLUD allows RSA to easily identify items that should not be placed on hold to upgrade to OCLC records.

If neither of the two scenarios above describe your item, or if your library does not belong to OCLC, use the UNDEFINED Item Cat 6.

An important consideration:

As the RSA automated brief record cleanup process runs monthly, an item assigned OCLCEXCLUD will not stay cataloged on a brief record if there is a matching OCLC record available. The automated cleanup will transfer that brief item to the matching OCLC record. Staff and patrons will benefit from the rich bibliographic description of the OCLC record, but your library will not need to send the item to RSA for upgrade, and your holding will not be updated in OCLC.

Questions?

Please contact the RSA Help Desk at help@librariesofrsa.org or 866-940-4083.