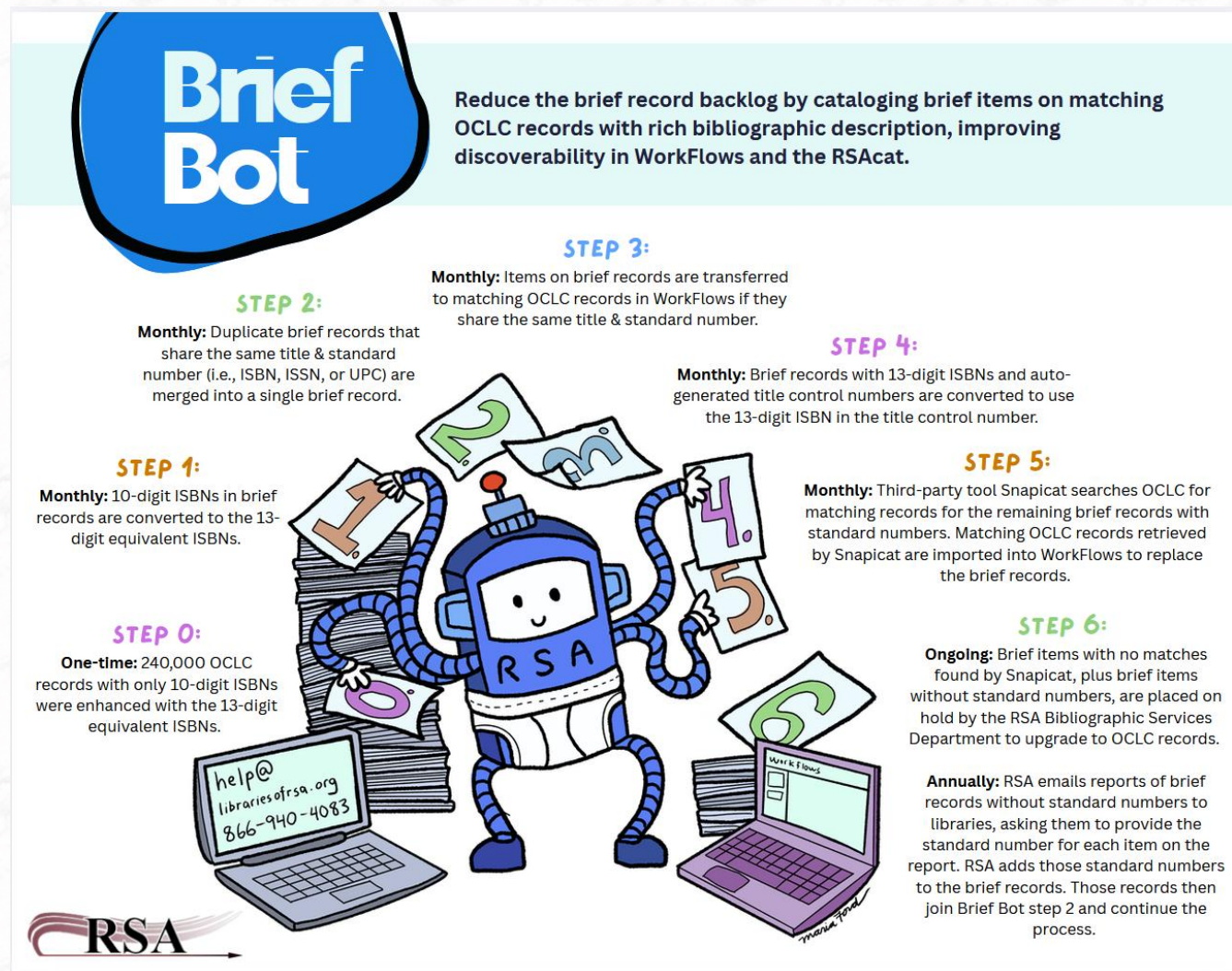


Welcome!

RSA Cataloging Chat

September 2026 Recording

Introducing Brief Bot, RSA's ongoing automated brief record cleanup process!



Standard Number Addition Project

Over the summer, RSA began piloting a new project called the Standard Number Addition Project with a few public libraries.

1. RSA emails the library a report of their brief records without standard numbers (ISBNs, ISSNs, or UPCs).
2. RSA asks the library to find the items on the shelf or discard them if they are unable to find them.
3. The library will scan or type the standard number for that brief record into the report or note if there is no standard number on the item.
4. The library returns the spreadsheet with the standard numbers to RSA.
5. RSA inserts the standard numbers into the brief records so they can be considered for transfer to matching OCLC records during the next run of Brief Bot.
6. RSA adds a note in the 591 field on the brief record if there is no standard number for that item. RSA adds another note in the 593 field if the item is eligible for the Cataloging Maintenance Center.
7. RSA will eventually run reports of brief records with 591 and 593 fields to identify items in need of cataloging.

Standard Number Addition Project

Interested in participating in the Standard Number Addition Project?
To get started, please email help@librariesofrsa.org directed to Erica's attention in the subject line.

Otherwise, RSA will contact you in the New Year to ask your help with this project.

This will eventually be an ongoing project, with each library contacted annually.

Join the RSA Bibliographic Services Department!

This fall, watch the RSA email forum for an announcement that RSA is looking for another Bibliographic Services Specialist to join our team in January.

This position will involve copy cataloging, database maintenance, special projects, and shadowing site visits and training.

Please consider applying if you are interested!

2027 RSA Cataloging Chats

The next Cataloging Chat will be online on Thursday, February 25, 2027 from 10:00 am – 12:00 pm. Register on [Microsoft Teams](#) if you plan to join us. This Cataloging Chat will be recorded for later viewing.

The May 2027 Cataloging Chat will be hosted in-person and online, as well as recorded for later viewing. A call for a host library will be shared in February or March. Once a host library and a date are determined, the Chat will be posted on L2.

The September 2027 Cataloging Chat will only be a recording without live participation. The recording will be shared on the RSA Cataloging forum once it is ready.

Thank you for watching this recording!

Questions about anything discussed during this
Cataloging Chat?

Ideas for future Cataloging Chat topics?

Please reach out to the RSA Help Desk at
help@librariesofrsa.org or 1-866-940-4083.

RAILS Cataloging Services Update

- Please direct all questions regarding RAILS' World Language Cataloging Service, iCAMP, RAILS' cataloging guidance documents, and RAILS' cataloging training to Nincy George.
- Contact:
 - nincy.george@railslibraries.org
 - 630-734-5128
- World Language Cataloging Service
 - <https://railslibraries.org/catalogs/cataloging-services>
- iCamp (Illinois Cataloging Mentorship Program)
 - <https://sites.google.com/view/catalogingmentorship/home>
- RAILS' cataloging training
 - <https://railslibraries.org/catalogs/training>



Recently Created or Revised Cataloging Documentation and Videos – Part I

- Documentation Index (revised)
 - <https://support.librariesofrsa.org/project/documentation-index/>
- *Cataloging Reserves and Rentals Cheat Sheet* (revised)
 - <https://support.librariesofrsa.org/project/cataloging-reserves-rentals/>
- *OCLCEXCLUD ItemCat 6 Cheat Sheet* (NEW!)
 - <https://support.librariesofrsa.org/project/oclcexclud-item-cat-6/>
- *Cataloging-At-A-Glance Cheat Sheet* (revised)
 - <https://support.librariesofrsa.org/project/cataloging-at-a-glance/>



Recently Created or Revised Cataloging Documentation and Videos – Part II

- *Cataloging No-Transit Items Guide* (NEW!)
 - <https://support.librariesofrsa.org/project/cataloging-no-transit-items/>
- *Circulating No-Transit Items Guide* (NEW!)
 - https://support.librariesofrsa.org/project/holds/#Circulating_No-Transit_Items_Guide
- *Identifying Pirated Items Guide* (revised)
 - https://support.librariesofrsa.org/project/prohibited-items/#Identifying_Pirated_Items
- *Cataloging a Call Number Brand New Title Procedure* (revised)
 - <https://support.librariesofrsa.org/project/add-a-call-number-brand-new-item/>



Recently Created or Revised Cataloging Documentation and Videos – Part III

- *Global Item Modification Wizard Guide* (revised)
 - <https://support.librariesofrsa.org/project/global-item-modification-wizard/>
- Video for Matching an OCLC Record to Your Book (NEW!)
 - <https://support.librariesofrsa.org/project/matching-an-oclc-record-to-your-book/>
- Video for Matching an OCLC Record to Your DVD (NEW!)
 - <https://support.librariesofrsa.org/project/matching-an-oclc-record-to-your-video-or-sound-recording/>



RSA Member Library Site Visits

Since May 29, 2025

Atkinson Public Library District

Blandinsville-Hire Library District

Chenoa Public Library

Clover Public Library District

Danvers Township Library

Graham Hospital School of Nursing

H. A. Peine District Library

Henderson County Public Library District

Lacon Public Library

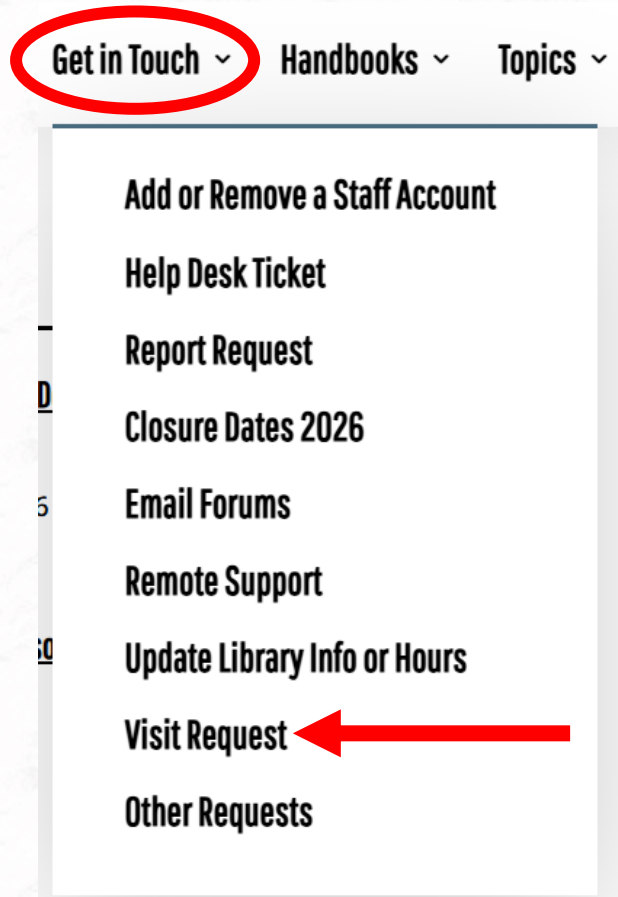
LaHarpe Carnegie Public Library District

Mason Memorial Library District

Village of Avon Public Library

Wyoming Public Library District

Interested in a cataloging site visit sooner than your routine visit?



Submit a visit request form
on the RSA support site!

<https://support.librariesofrsa.org/>

Total Number of Brief Records Upgraded

Since May 29, 2025

Site visits are our top priority, so fewer brief record items are typically being upgraded to OCLC records.

Since the last Cataloging Chat, we've upgraded **281** brief records to OCLC Records!

Thank you for sending your brief items to us!

Don't want to send an item to be upgraded? Just reply to our email to let us know!

Clean-up of Older Brief Items

These items have either:

- Never checked out, or
- Have not checked out in the past ten years

All public libraries were contacted over the summer, and we're in the process of contacting the school libraries all this month and next.

1,653 items in 22 libraries have been removed so far from WorkFlows!

Upcoming Cataloging Events!

Item Group Editor Training

- Allows you to search for a group of items in your collection and then make changes to all of those items in a single batch.
- Item Group Editor Training is conducted in-person at your library, taking up to 3 hours to complete.
- Please reach out to help@librariesofrsa.org if you are interested in scheduling this training for your library.
 - Item Group Editor Training requests are accepted on a first-come, first-served basis.

Upcoming Cataloging Events, Part 2!

Basic WorkFlows Cataloging Workshops

- Through hands-on practice, learn how to use WorkFlows to catalog items in a variety of formats, create brief records for items that lack matching bibliographic records already in WorkFlows, and discover how to perform global item edits and use the discard account.

Upcoming workshop dates can be found in the Cataloging-At-A-Glance Cheat Sheet, found on the RSA support site.

Wednesday, October 14	12:00 pm – 4:00 pm	Online in Microsoft Teams
Registration: https://librarylearning.org/event/2026-10-14/rsa-online-basic-WorkFlows-cataloging-workshop		
Thursday, November 19	9:00 am – 1:00 pm	Online in Microsoft Teams
Registration: https://librarylearning.org/event/2026-11-19/rsa-online-basic-WorkFlows-cataloging-workshop		
Tuesday, December 1	12:00 pm – 4:00 pm	Online in Microsoft Teams
Registration: https://librarylearning.org/event/2026-12-01/rsa-online-basic-workflows-cataloging-workshop		

Upcoming Cataloging Events, Part 3!

RSA Bibload Workshops

- This workshop focuses on how to use OCLC Connexion Client to make bibliographic records usable for RSA, including how to add library-specific call number/item information to the records, export them from the Client in the correct format, and load them into WorkFlows so they are visible in the RSACat.

Tuesday, November 10

1:00 pm – 3:30 pm

Online in Microsoft Teams

Registration: <https://librarylearning.org/event/2026-11-10/rsa-online-bibload-workshop>



Image taken from <https://www.ila.org/events/annual-conference>

Other Upcoming Cataloging Events!

Illinois Library Association Conference

- Being held in Peoria this year! However, registration has closed.
- Tuesday, October 6th has several technical services-related sessions, including Lisa's session, "Unsolved Mysteries: Cataloging for Non-Catalogers"

Other Upcoming Cataloging Events, Part 2!

RAILS offers a variety of courses that are a helpful supplement to the Basic WorkFlows Cataloging Workshop, if you want to learn more about cataloging.

Regularly scheduled trainings and workshop topics include:

- Classification Basics
- MARC 21 Standard: an introduction
- Understanding Dewey Decimal Classification (DDC) and using WebDewey
- Cataloging video recordings using RDA

More information on upcoming RAILS cataloging workshops and registration information [can be found on L2.](#)

Other Upcoming Cataloging Events, Part 3!

CMC Cataloging Courses

- The Cataloging Maintenance Center (CMC) offers a variety of courses that are a helpful supplement to the Basic WorkFlows Cataloging Workshop, if you want to learn more about cataloging.
- Upcoming courses include:
 - [Cataloging Basics](#), a six-week course starting November 2nd
 - [Focus on World Language Cataloging](#), a two-week course starting November 2nd
 - [Focus on Serials Cataloging](#), a two-week course starting on January 11th
- More information on upcoming CMC cataloging courses and registration information [can be found on L2.](#)



Cataloging Maintenance Center logo taken from <https://www.illinoisheartland.org/services/cmc>

Upcoming iCAMP Bonfire

Bonfire is a monthly online office hour for library catalogers, offered as a supplementary resource of iCAMP. Each third Wednesday of the month, 11:30am-12:30pm.

Attendees should understand that not every cataloger is an expert on every scope of cataloging. Bonfires will not be recorded and AI notetakers will not be utilized.

Bonfire aims to build community within our field through the asking and answering of cataloging questions and discussions on relevant topics.

The first iCAMP Bonfire will be held on Wednesday, October 21st.

- More information and registration info [can be found on L2.](#)

“Don’t Buy (Into) It! How to Spot AI-Generated Slop” Webinar

Organized by the [Association of Southeastern Research Libraries](#).

- Provides helpful tips on how to spot AI in images, writing, and videos, including red-flags for book purchasing, as well as how to make selection policies for deciding when to say no to AI materials.
- Please look for this webinar’s recording to be shared on the Cataloging forum with the recording of this Cataloging Chat!

New online form to set up circulation and hold rules

RSA Support Site

<https://support.librariesofrsa.org/>

1. Topic - All System Parameters
2. Circulation Parameters
3. [Circulation and Hold Rule Form](#)

Manga pagination considerations

Cataloger's judgment: How the 300 field is recorded will vary by cataloger.

- You may find the final numbered page close to the end of the book, and that final numbered page is recorded in the 300 field. There may be a few additional pages of content after the final numbered page.
- You may find the final numbered page nowhere near the end of the book and that final numbered page is recorded in the 300 field even though there is a lot more content left.
- You may see 1 volume (unpaged) recorded in the 300 field.
- A cataloger may count and record in the 300 field the unnumbered pages following the final numbered page.

Example: (51, 75 unnumbered pages)

For general information on pagination, see the [Pagination Considerations in Cataloging](#) guide found on the RSA Support Site.

Searchability of Shadowed Titles, Items, and Call Numbers

Shadowed bib record:

- The entire record and all items attached to it are hidden in the RSACat.

Shadowed call number and shadowed item:

- Work together so the call number and item information is hidden in the RSACat. If other libraries are attached to the bib record, the record is still visible in the RSACat.

Home location STORE-SH:

- Can also shadow items. STORE-SH is used for items kept in storage that are shadowed and do not circulate.

Important to note:

- Shadowed titles, call numbers, items are not discoverable in a WorkFlows title browse search.

Example:

Title: ONN CD BOOMBOX

Item ID: A12102276649

Contact the [RSA Help Desk](#) for a report that finds shadowed titles, call numbers, and items in your collection.

Standardization

- RSA is actively working toward standardization in preparation for a migration next year to either to a new database or to a fresh WorkFlows.
- For more information about efforts done so far for circ and hold rules, as well as item types and library codes:
 - [Standardization handout from RSA Day 2026](#) (Found under Events on the [RSA Support Site](#)).
- If you are a Director who is planning to attend RSA Directors Day at Galesburg PL on September 30th, Antony will lead a Q & A session on standardization.
- RSA will need your library's help in the coming months with these standardization efforts. Please watch for more information on the email forums.

Disabling TECH accounts for schools

- This fall the RSA Bib Services team is reaching out to 12 schools to help them begin using individual cataloger accounts and turning off the TECH account.
- Turning off the TECH account will put RSA in a good position for the upcoming migration in 2027.

Reminder: If your library adds a new staff member that needs a personalized login to WorkFlows or BlueCloud Analytics, please us know so we can create an account for them. Also, please let us know if a library staff member leaves the library and had a personalized login to WorkFlows or BlueCloud Analytics that needs to be removed.

[Add or Remove a Staff Account Form](#) (Found under Get in Touch on the [RSA Support Site](#)).

New item category 4 code that may be of interest

- In response to a suggestion from a member library, RSA recently created the item category 4 code DPIL that can be assigned to books that are part of the Dolly Parton Imagination Library.
- Please contact the [RSA Help Desk](#) if you would like the DPIL code added to your WorkFlows item category 4 menu.
- Books assigned this code will be searchable to patrons using the RSACat's genre facet, and reports can also be run based on item category 4.
- For a full list of available parameters, see the [Cataloging Parameters](#) page on the [RSA Support Site](#).