

WORKFLOWS CATALOGING CODES

WHAT THEY MEAN, WHAT THEY DO...

For more information, visit
the Cataloging Parameters
page on the RSA support
site:

<https://rb.gy/qzyt14>

ITEM TYPE

Describes WHAT the
item is.

Determines the circ &
hold rules.

Ex.: BOOK or N-BK



HOME LOCATION

Describes WHERE the
item is shelved.

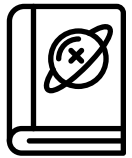
Ex.: FICTION,
YA-NF, or
AV-MOVIE



ITEM CAT 1

Describes the content
of the item.

Use: FICTION, NONFICTION,
EQUIPMENT



ITEM CAT 2

Describes the reading,
viewing, or listening
level of the item.

Use: ADULT, YOUNGADULT,
JUVENILE, EQUIPMENT

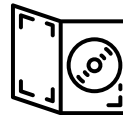


ITEM CAT 3

Describes the general
format of the item.

Used for statistics
and searching.

Ex.: MOVIE or
AUDIOBOOK



ITEM CATS 4 & 5

Describes the genre (4)
and sub-genre (5) of the
item.

Used for searching.

CAT 4 Ex.: ROMANCE

CAT 5 Ex.: MOVIE-R



ITEM CAT 6

Assigning the
OCLC EXCLUD code will
prevent your
library's holdings
from being updated
in OCLC.



ITEM CATS 7-10

These are not
currently used.



QUESTIONS?



Visit the RSA support site,
or contact the Help Desk!

website: support.librariesofrsa.org

email: help@librariesofrsa.org

phone: 866.940.4083

OR 309.315.9123