Resource Sharing Alliance
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East Peoria, IL 61611
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**Creating a Brief Record Guide**

**Last updated: November 16, 2026**

This guide is available here: https://support.librariesofrsa.org/project/create-a-brief-record/.

There is a series of videos to accompany this guide.

- How to Create a Brief Record with an ISBN: https://www.youtube.com/watch?v=3bSrER2obdY.
- How to Create a Brief Record with an ISSN: https://www.youtube.com/watch?v=VlChSwJ6qmk.
- How to Create a Brief Record with a UPC: https://www.youtube.com/watch?v=4dCmpA7nz_Q.
- How to Create a Brief Record Without an ISBN, ISSN, or UPC: https://www.youtube.com/watch?v=jc9aat4hTDE.

1. Log into WorkFlows using your individual cataloger account or your library's TECH account if you have not yet been issued an individual account.

2. Click on the Cataloging module at the top of the screen.

3. Under Common Tasks on the left, use the Call Number and Item Maintenance wizard to search for a full OCLC or brief bibliographic record for your item.

   ***Important:***

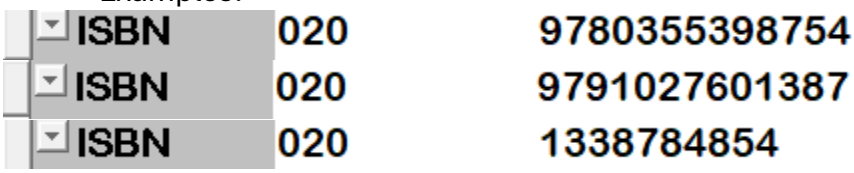
   - If you find a matching record in WorkFlows, either OCLC or brief, attach your item to the record. Please do not create a new brief record.
   - If more than one brief record is created, only one of the records will be replaced (or "overlaid") when the full record is imported into WorkFlows from OCLC. If your record is not overlaid, your holds will not transfer to the full OCLC record.
   - If only a brief record is available, and your library uses OCLC Connexion, search Connexion for a matching record and import it into WorkFlows to overlay the brief record. Contact help@librariesofrsa.org if the brief record is not overlaid.
   - If there is no matching record for your item in WorkFlows or OCLC Connexion (if your library uses Connexion), create a brief record. Continue to step 4 below.

4. In the Cataloging module, from the Titles group on the left side of the screen, open the Add Title wizard. If a pop-up box appears, warning you that call number information cannot be modified for your library, try the steps below (you should only need to do these steps once):
    a. Close the pop-up box with the warning.
    b. Put your mouse cursor over the Add Title wizard and *right* click.
    c. Select Properties.
    d. Once the properties box opens, check the entries template menu to ensure TEMPLATE is selected.
    e. Click OK to close the Properties box.
    f. *Left* click to reopen the Add Title wizard. The pop-up box with the warning should not appear.

5. On the Bibliographic tab, fill in the following information under "Contents":
    a. ISBN (020): Enter the 13-digit ISBN if the item has more than one ISBN. If the item only has a 10-digit ISBN, enter it. Do not use hyphens or spaces.

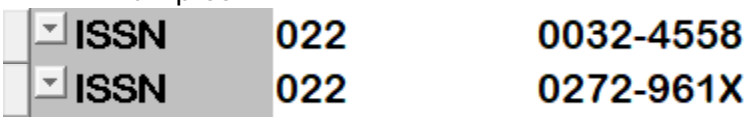
        If the item is a book, book on CD, Playaway, Vox, or Wonderbook, and both an ISBN and UPC appear on the item, prefer the ISBN. Enter the ISBN in the 020 field. No need to enter the UPC in the 024 field.

        Examples:

    b. ISSN (022): Enter the 8-digit ISSN if the item has one. Use a hyphen between the fourth and fifth digits.

        Examples:

    c. UPC (024): Enter the 12-digit UPC if the item has one. Do not use hyphens or spaces.

        If the item is a Blu-ray, DVD, or music CD, and both an ISBN and UPC appear on the item, prefer the UPC. Enter the UPC in the 024 field. No need to enter the ISBN in the 020 field.

If the item is a purchased binge box with a single UPC, but an ISBN also appears on the item, prefer the UPC. Enter the UPC in the 024 field. No need to enter the ISBN in the 020 field.

Examples:

| | | |
|---|---|---|
| Standard identifier# | 024 | 826150208925 |
| Standard identifier# | 024 | 191329208410 |

d. Author (100): Enter the author's name in ALL CAPS in the LASTNAME, FIRSTNAME format.

Examples:

| | | | |
|---|---|---|---|
| Personal Author | 100 | 1 | DICKENS, CHARLES |
| Personal Author | 100 | 1 | LE GUEN, SANDRA |

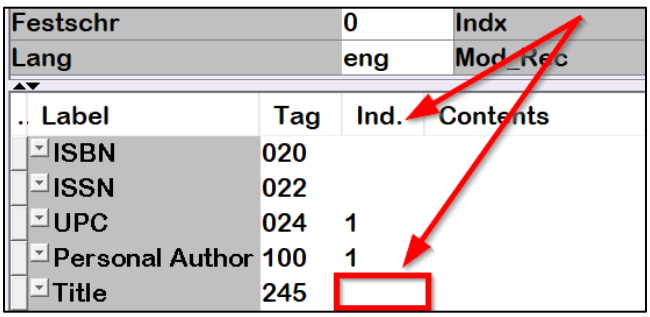
If UNAUTHORIZED automatically appears after the author's name in the 100 field, there is no authority record in WorkFlows to control that name to the authorized form found in the Library of Congress authority file. No need to report the unauthorized heading to the RSA Help Desk. The unauthorized name will continue to be searchable in WorkFlows and the RSAcat.

Example:

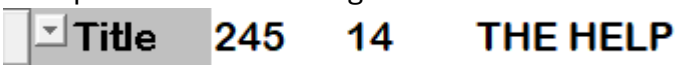
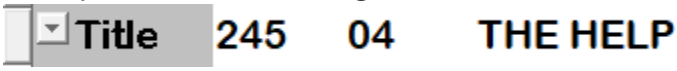
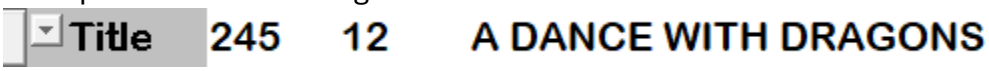
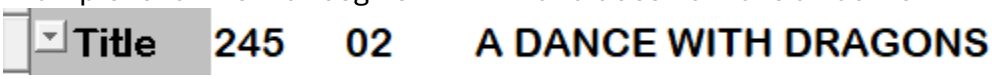
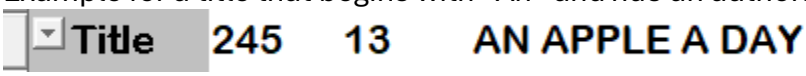
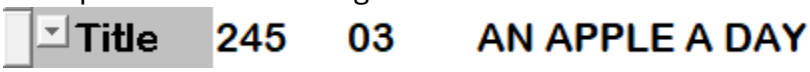
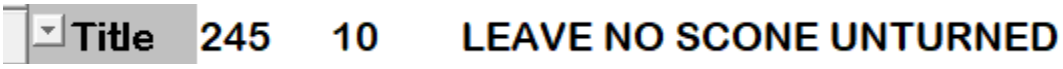
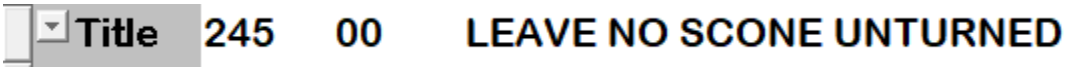
| | | | |
|---|---|---|---|
| Personal Author | 100 | 1 | COX, CHARLY\|?UNAUTHORIZED |

e. Title (245): ***Required*** for all brief records. Backspace to remove the auto-generated **REQUIRED FIELD** text. Type the title in ALL CAPS and include initial articles *a, an, the* if part of the title.

To ensure the title is fully searchable in WorkFlows and the RSAcat, enter the first and second indicator values. These values are entered under the "Ind." column next to the 245, shown below.



Examples are shown below to help you determine the indicator values to enter on your brief record.

- Example for a title that begins with “The” and *has* an author:
  
  
- Example for a title that begins with “The” and does *not* have an author:
  
  
- Example for a title that begins with “A” and *has* an author:
  
  
- Example for a title that begins with “A” and does *not* have an author:
  
  
- Example for a title that begins with “An” and *has* an author:
  
  
- Example for a title that begins with “An” and does *not* have an author:
  
  
- Example for a title that does not begin with “A,” “An,” or “The” and *has* an author:
  
  
- Example for a title that does not begin with “A,” “An,” or “The” and does *not* have an author:
  
  

f. General Note (500): This field is optional. Use it to enter information about the item that is helpful for the patron to know, such as (but not limited to) the pieces in a kit or game, large print, series information, abridged versus unabridged, DVD versus Blu-ray, wide screen versus full screen, playing or listening time, or a movie rating. See the appendix of this document for examples of brief records with 500 fields. No need to enter the general note in ALL CAPS.

g. Cataloger Email (592): Backspace the auto-generated **Required Field** text. Type your preferred email address in this field. No need to enter the

email address in ALL CAPS. When RSA is ready to contact you for the item to be cataloged on an OCLC record, we will know the best way to contact you based on what you enter in the 592 field.

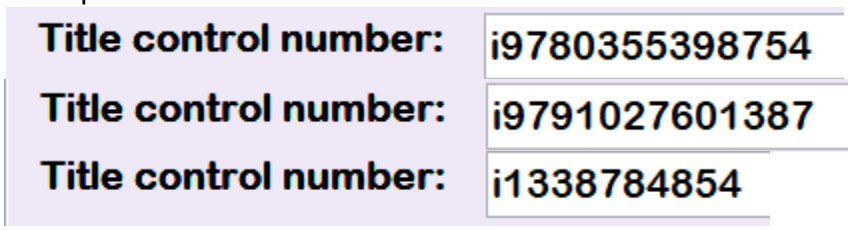
If the item (e.g., puzzle, equipment, or toy) cataloged on the brief record should stay cataloged on that record and not be upgraded to an OCLC record, backspace the auto-generated **Required Field** text in the 592 field. Type “leave as brief” into the 592 field (but without quotation marks). “Leave as brief” will tell RSA to leave the item as-is on the brief record and not place a copy-level hold to upgrade it to an OCLC record.

h. Held by (596): Leave this field blank. Your library’s WorkFlows code will automatically be entered into this field as the record is indexed.

6. On the Control tab, edit the title control number, which will allow the brief record to be overlaid by a matching OCLC record when it is imported into WorkFlows.
   a. If the item has an ISBN, enter a lowercase i followed by the ISBN you entered in the 020 field on the Bibliographic tab. Do not use hyphens or spaces.

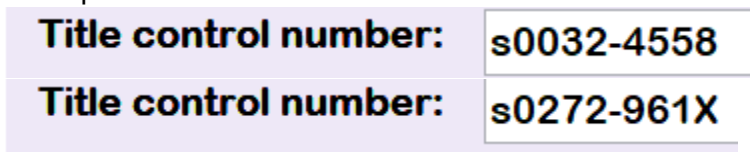
      If the item is a book, book on CD, Playaway, Vox, or Wonderbook, and both an ISBN and UPC appear on the item, prefer the ISBN.

      Examples:

   b. If the item has an ISSN, enter a lowercase s followed by the ISSN you entered in the 022 field on the Bibliographic tab. Use a hyphen between the fourth and fifth digits.

      Examples:

   c. If the item has a UPC, enter an uppercase U followed by the UPC you entered in the 024 field on the Bibliographic tab. Do not use hyphens or spaces.

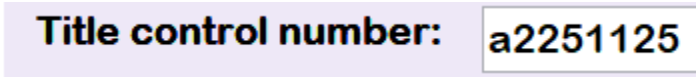
If the item is a Blu-ray, DVD, or music CD, and both an ISBN and UPC appear on the item, prefer the UPC.

Examples:




d. If the item does not have an ISBN, ISSN, or UPC, leave the SirsiDynix auto-generated title control number as-is that begins with an 'a' (e.g., a16578) in the title control number field.

Example:




7. On the Call Number/Item tab, enter your item's information, including its call number, item ID, item type, home location, item categories, price, and notes (if necessary). Remember that assigning item categories 1, 2, and 3 is required, item category 4 is recommended, and item category 5 is optional.

   Assign the OCLCEXCLUD item category 6 if you entered "leave as brief" in the 592 field. The OCLCEXCLUD item category 6 allows RSA to more effectively identify brief records that should not be upgraded to OCLC records, rather than relying on "leave as brief" alone.

8. Click the Save button at the bottom.

***Important:***

- Always use the close button at the bottom of the screen to shut the brief record.
- After a brief record is saved, and the brief record screen is closed, you are unable to edit the brief record's ISBN, ISSN, UPC, author, title, general note, cataloger email address, or title control number. Please report mistakes on brief records to help@librariesofrsa.org.

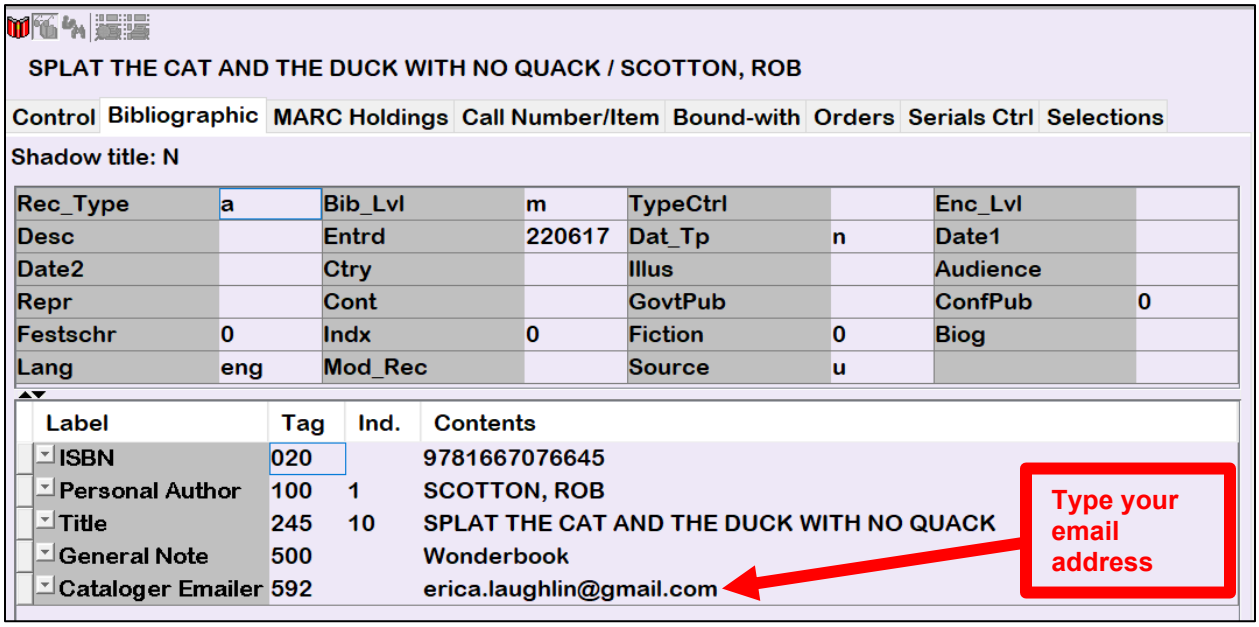
# Appendix: Example Brief Records

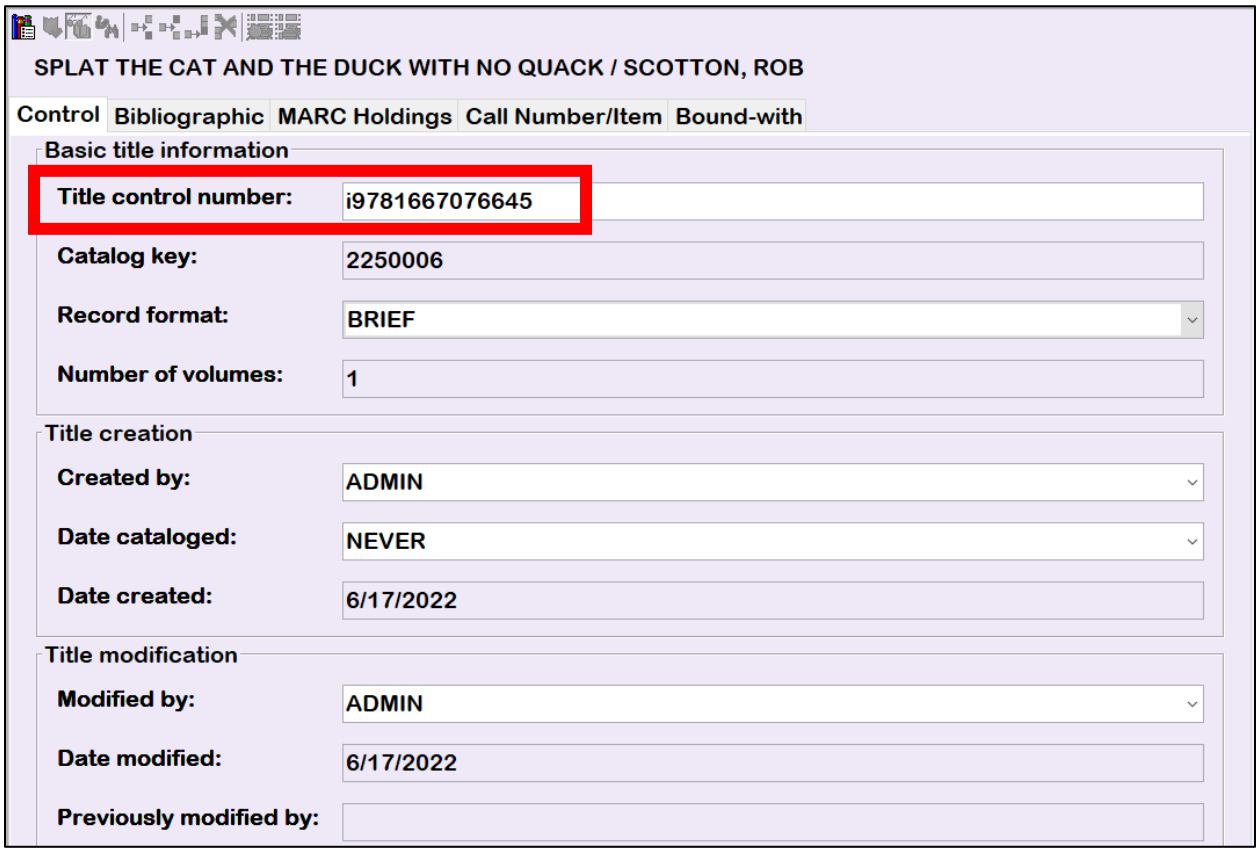
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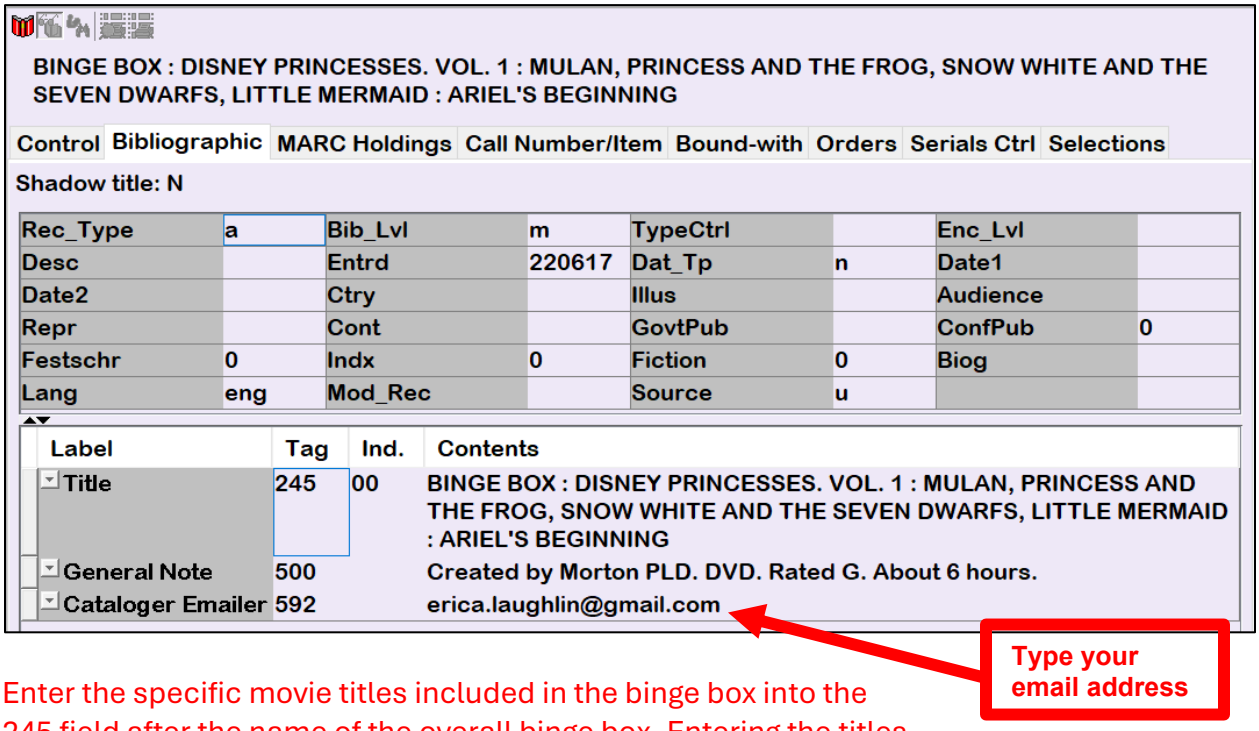
Translated Book ..... 39
Upside-Down, Reversible, or Tête-bêche Book ..... 40
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## Audio-Enabled Book (Wonderbook, Vox)

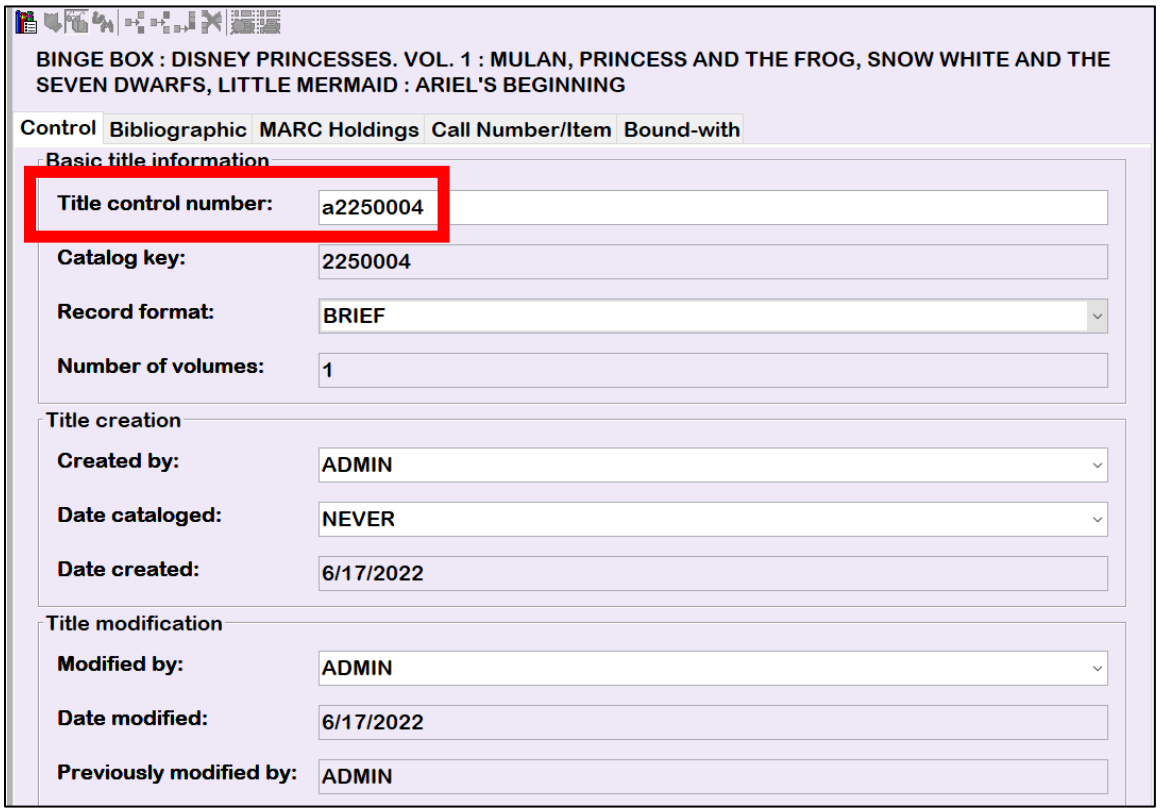


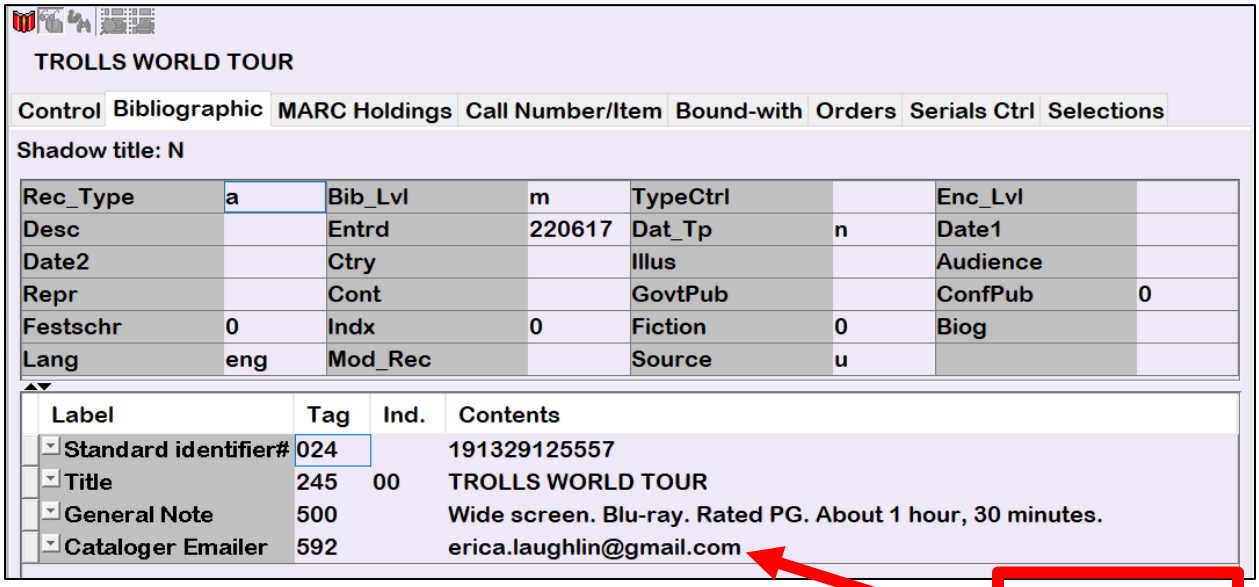
## Binge Box

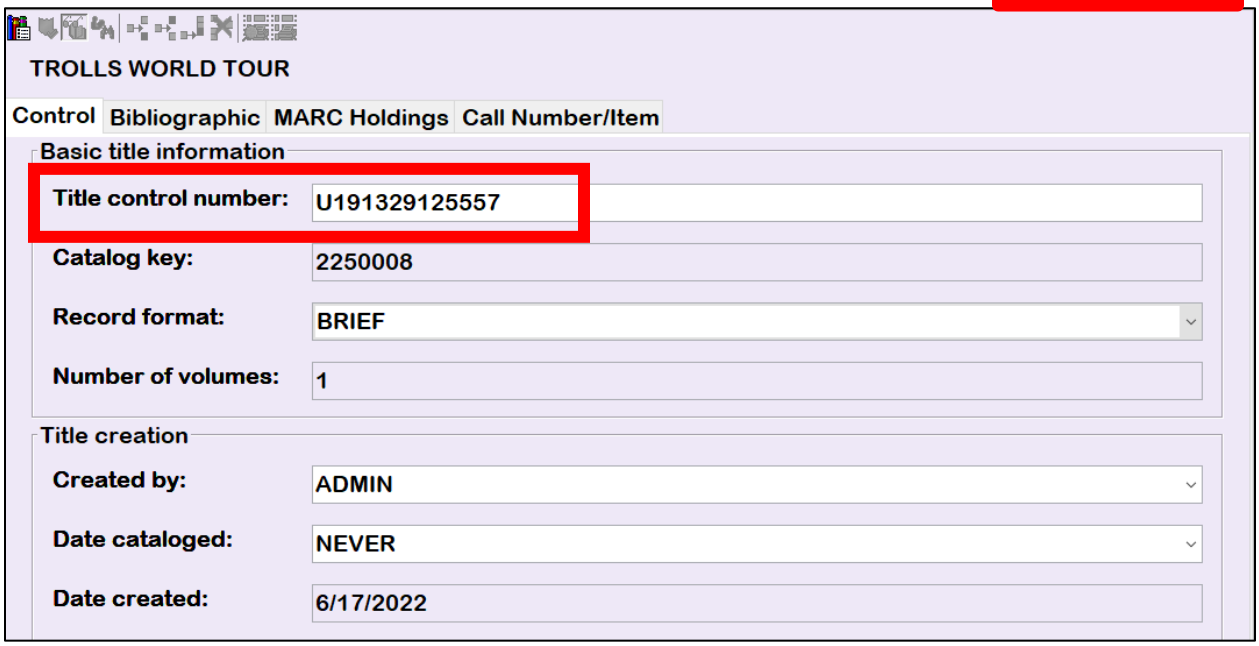



Enter the specific movie titles included in the binge box into the 245 field after the name of the overall binge box. Entering the titles in the 245 field ensures they are fully searchable in WorkFlows and the RSAcat.

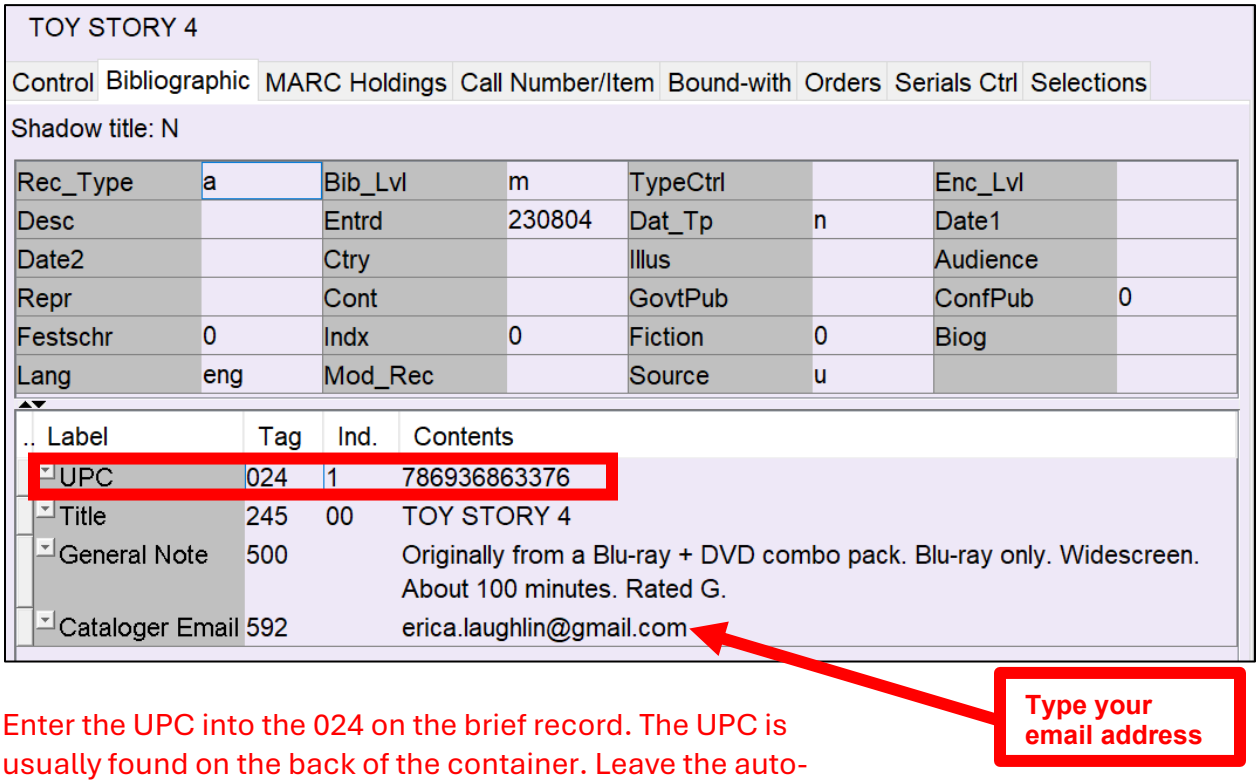


## Blu-ray

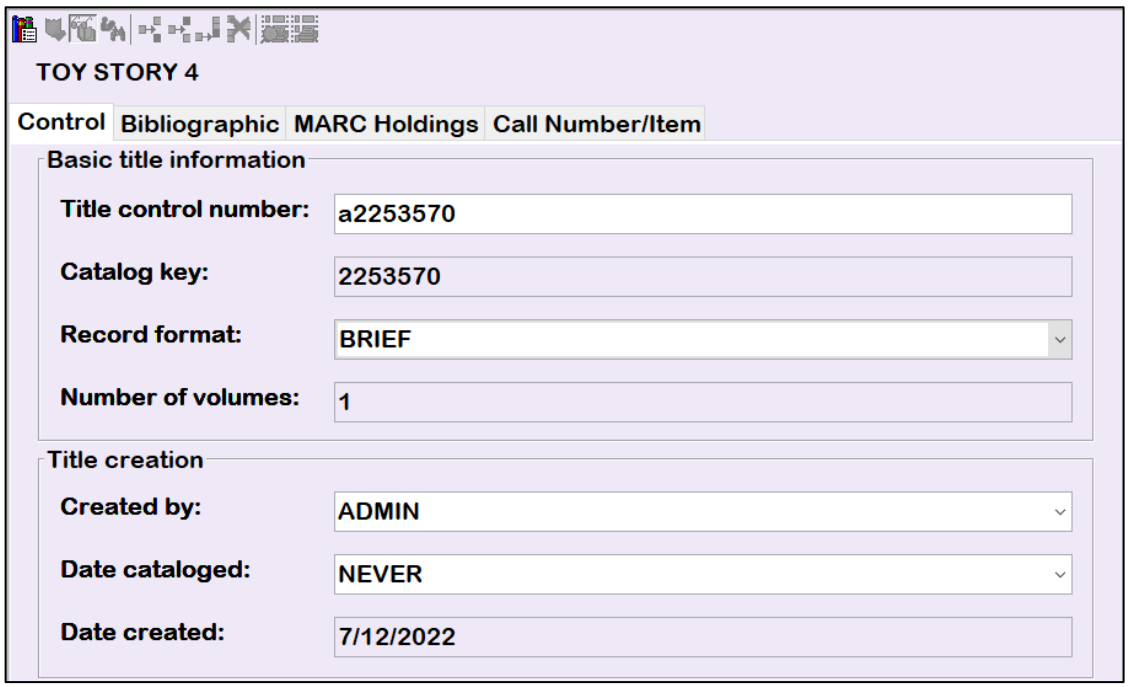

TROLLS WORLD TOUR
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
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Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 220617
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
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Title 245 00 TROLLS WORLD TOUR
General Note 500 Wide screen. Blu-ray. Rated PG. About 1 hour, 30 minutes.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address


TROLLS WORLD TOUR
Control
Bibliographic
MARC Holdings
Call Number/Item
Basic title information
Title control number: U191329125557
Catalog key: 2250008
Record format: BRIEF
Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 6/17/2022

## Blu-ray Only from Blu-ray + DVD Combo Pack




Enter the UPC into the 024 on the brief record. The UPC is usually found on the back of the container. Leave the auto-generated title control number beginning with "a" on the Control tab as-is. Entering the UPC in the title control number will cause the brief record to be replaced by the OCLC record that describes the Blu-ray + DVD combo pack, not the Blu-ray only.

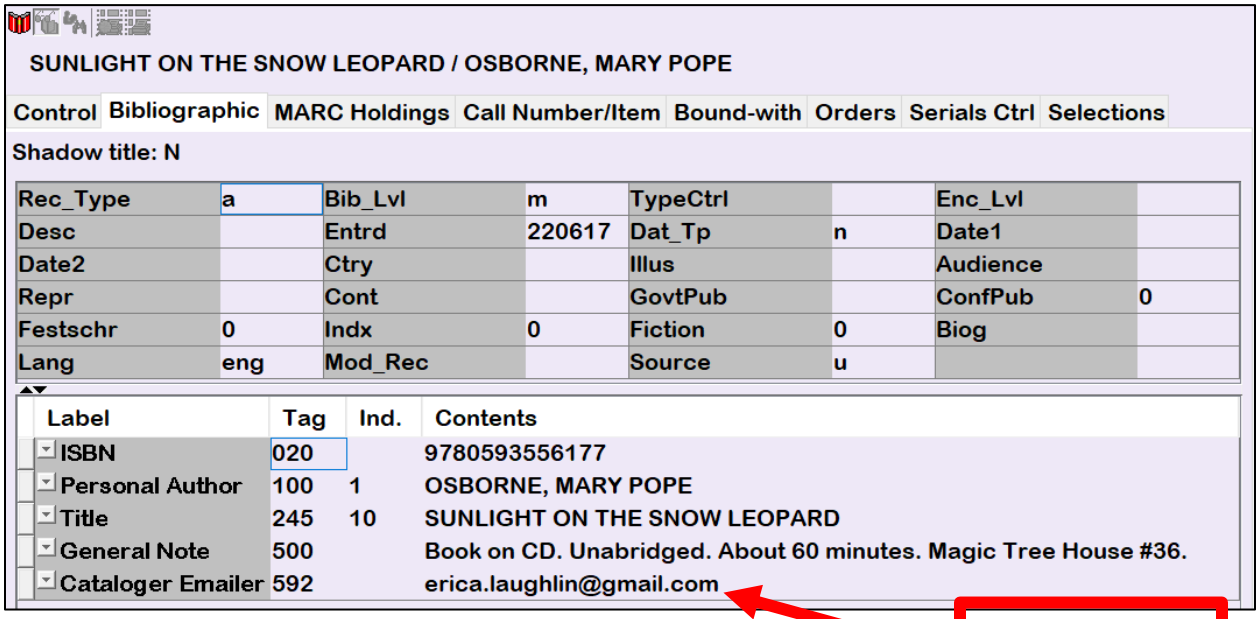


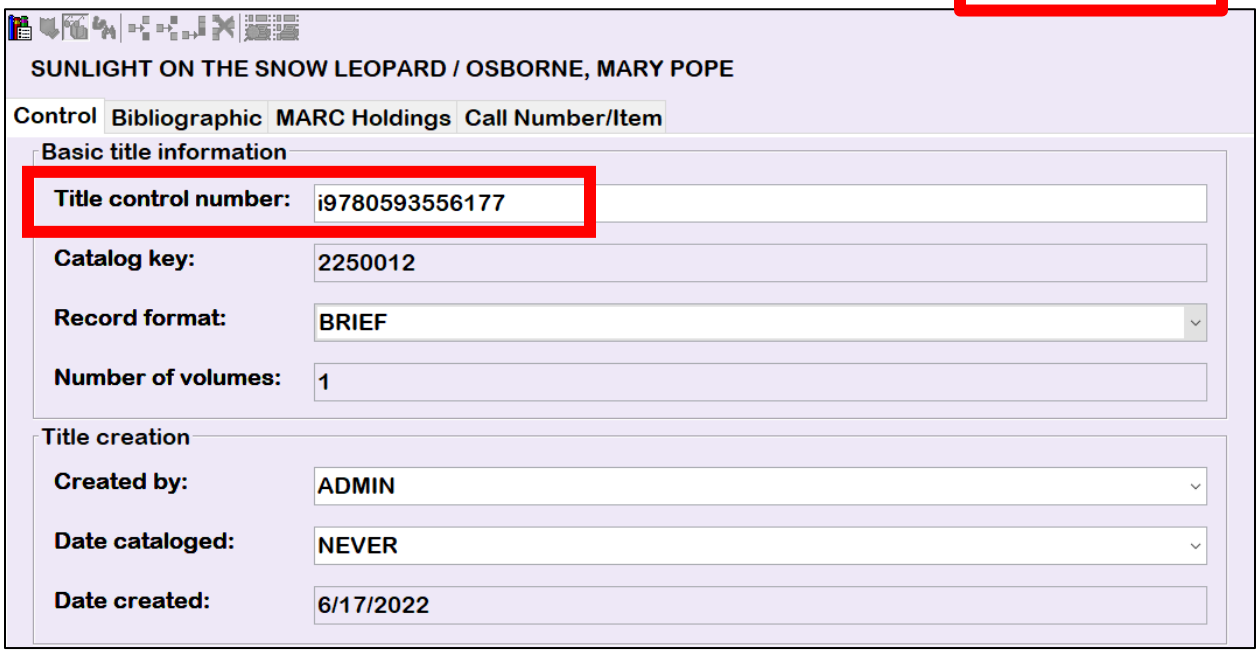
## Book


THE ONE AND ONLY SPARKELLA MAKES A PLAN / TATUM, CHANNING
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
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Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
ISBN 020 9781250750761
Personal Author 100 1 TATUM, CHANNING
Title 245 14 THE ONE AND ONLY SPARKELLA MAKES A PLAN
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address

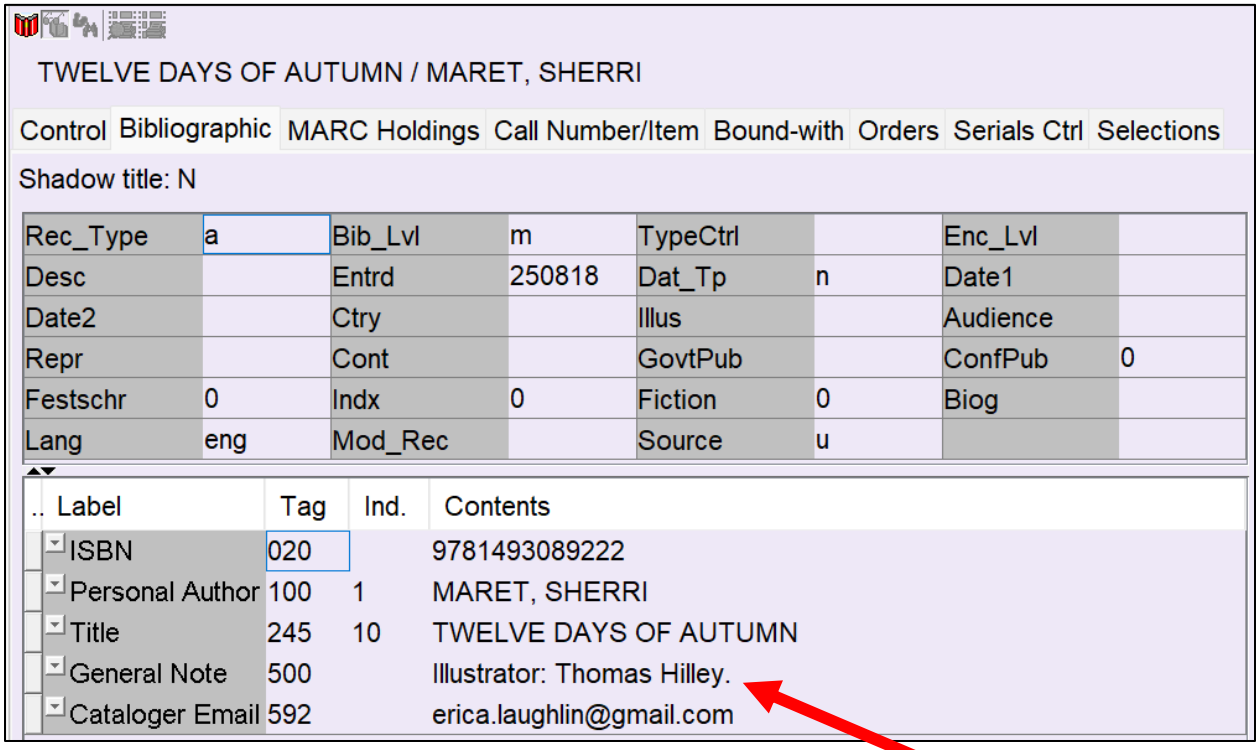

THE ONE AND ONLY SPARKELLA MAKES A PLAN / TATUM, CHANNING
Control
Bibliographic
MARC Holdings
Call Number/Item
Basic title information
Title control number: i9781250750761
Catalog key: 2250011
Record format: BRIEF
Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 6/17/2022

## Book on CD

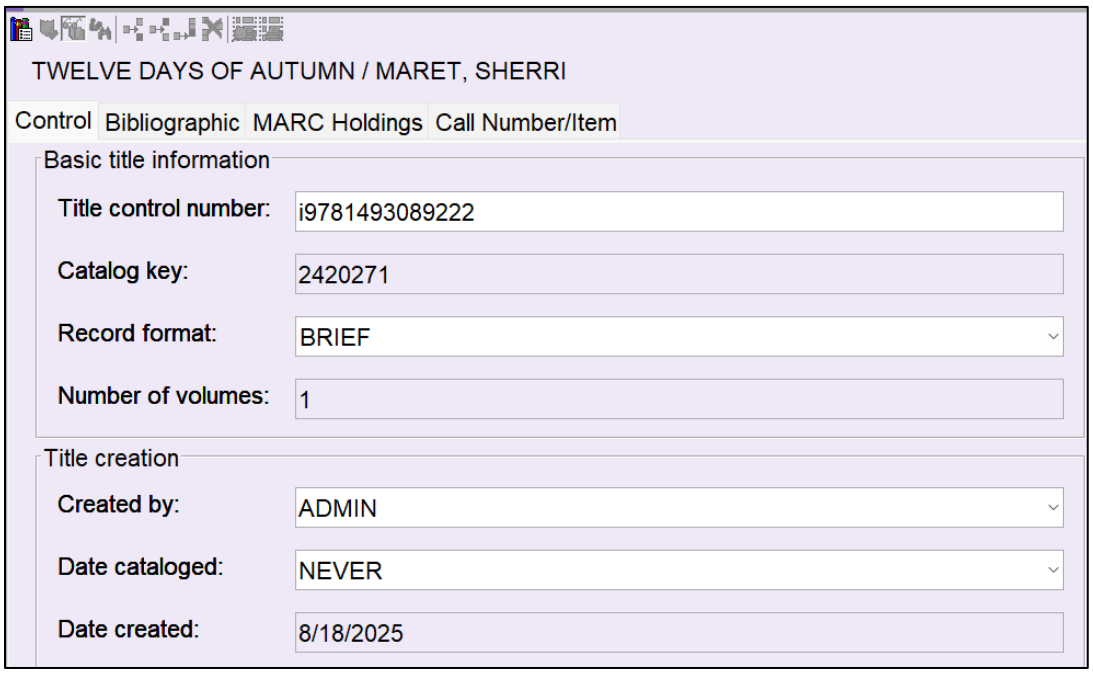

SUNLIGHT ON THE SNOW LEOPARD / OSBORNE, MARY POPE
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 220617
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
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Contents
ISBN 020 9780593556177
Personal Author 100 1 OSBORNE, MARY POPE
Title 245 10 SUNLIGHT ON THE SNOW LEOPARD
General Note 500 Book on CD. Unabridged. About 60 minutes. Magic Tree House #36.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address


SUNLIGHT ON THE SNOW LEOPARD / OSBORNE, MARY POPE
Control
Bibliographic
MARC Holdings
Call Number/Item
Basic title information
Title control number: i9780593556177
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Record format: BRIEF
Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 6/17/2022

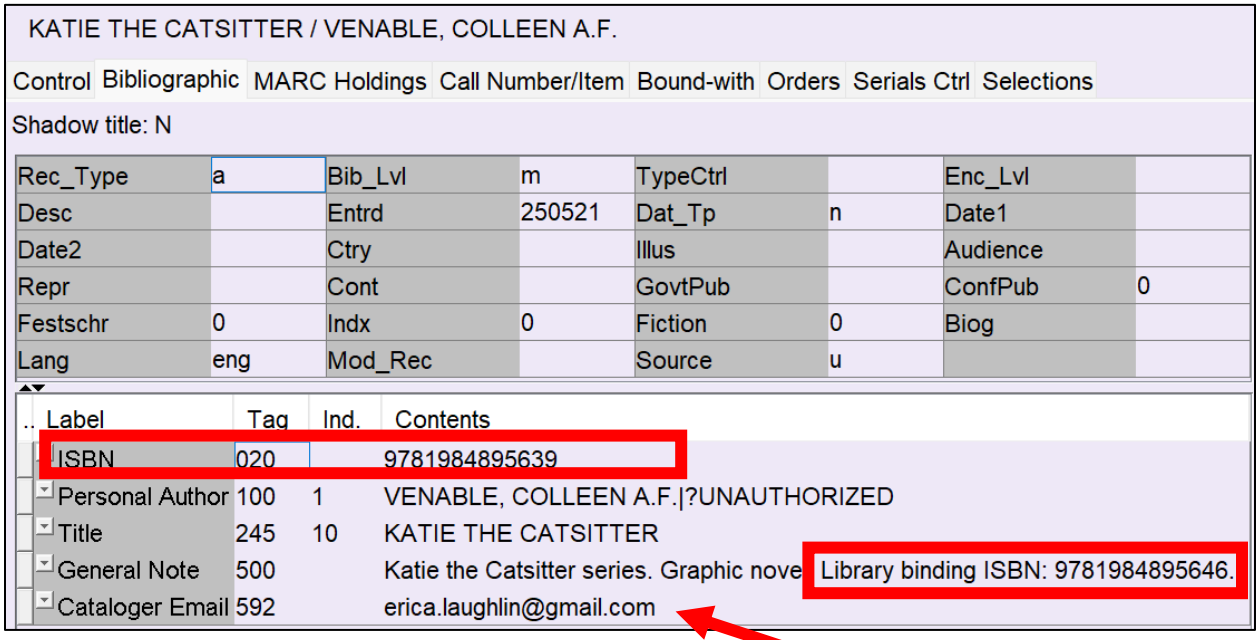
## Book with an Illustrator



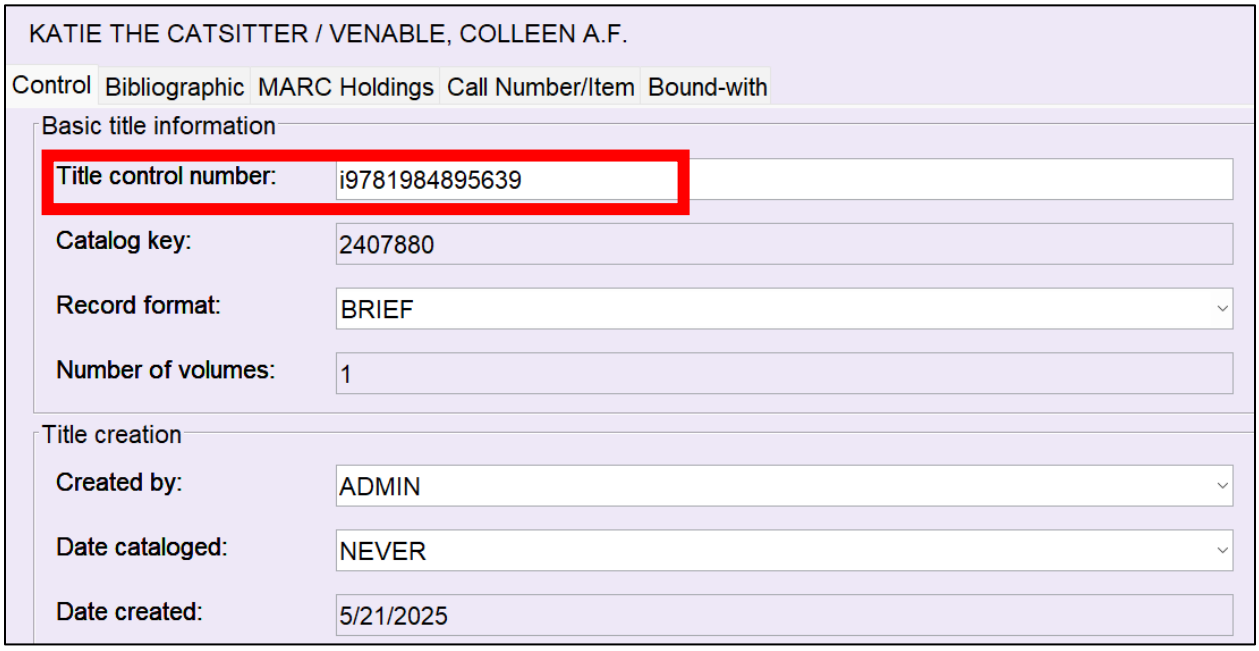

If there is an illustrator for the book that you feel would be helpful for patrons to know, enter the illustrator's name in the 500 field. No need to use all caps. Entering the illustrator's name is optional.



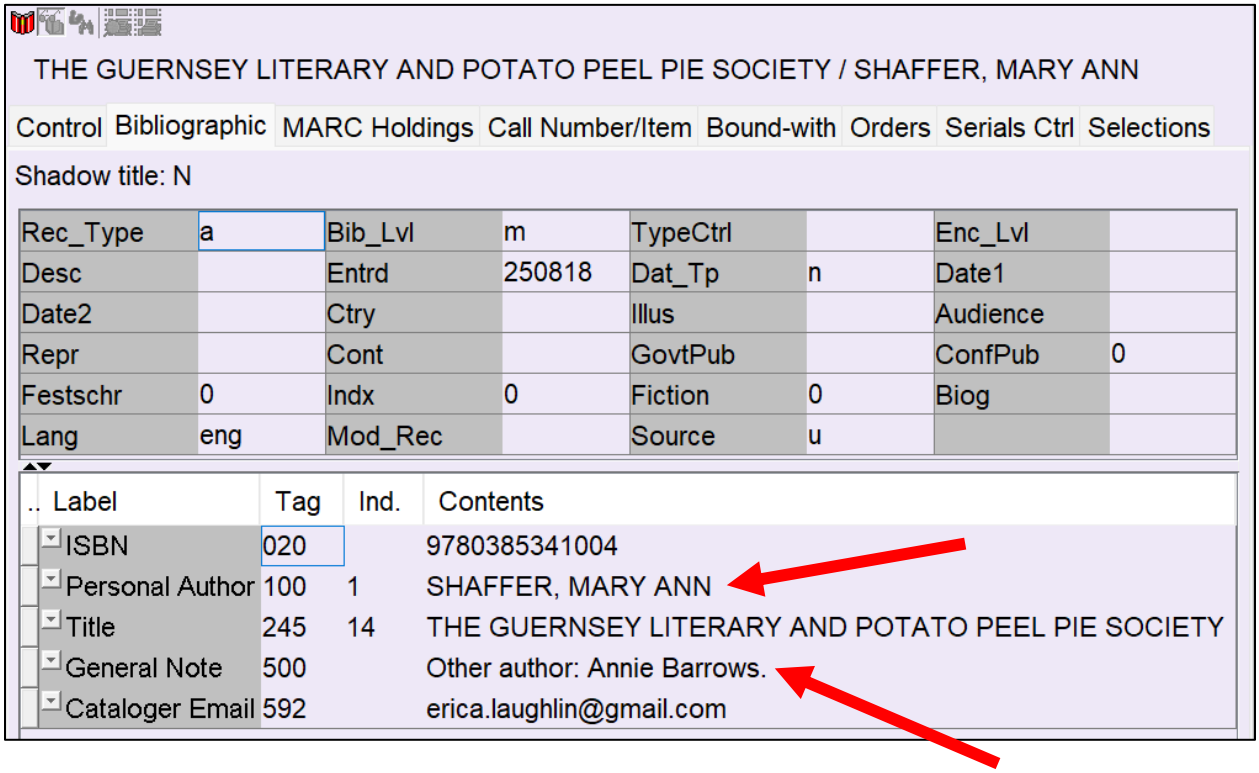
## Book with Library Binding ISBN




Enter the ISBN for the paperback version of the book into the 020 and title control number fields on the brief record. The paperback ISBN is found on the book's title page verso. If there is no paperback ISBN, use the hardcover ISBN in the 020 and title control number fields. Enter the library binding ISBN in the 500 field. The library binding ISBN is often found on the book's back cover.

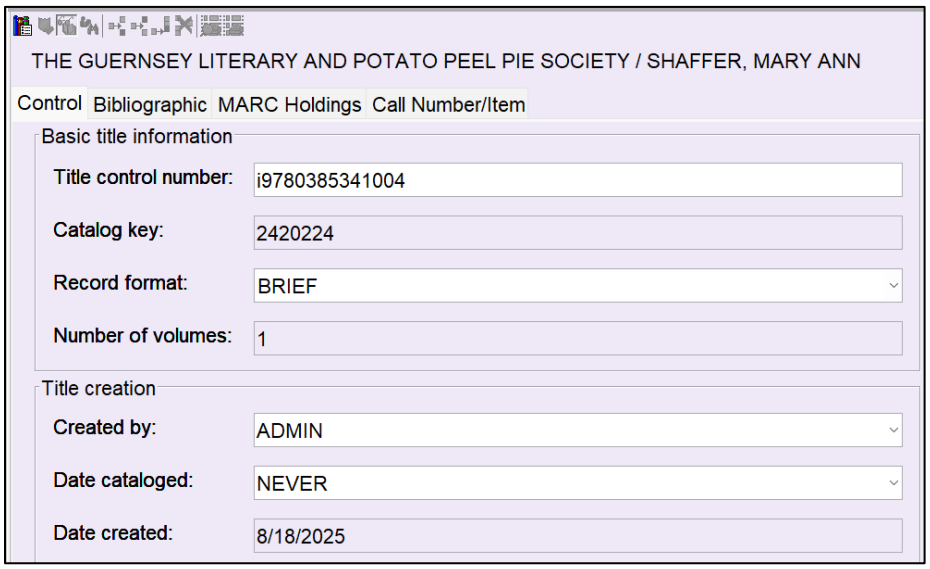


## Book with Multiple Authors

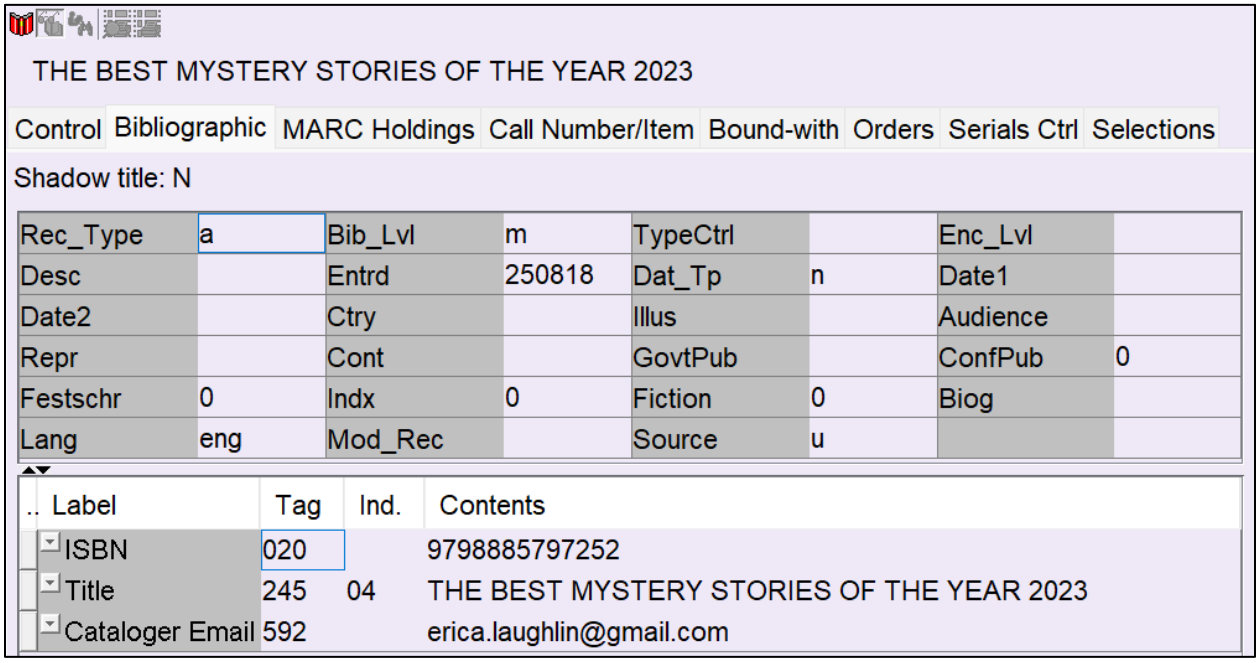



If there are multiple authors for the book, enter in the 100 field the author that appears first on the book's title page. Use the LAST NAME, FIRST NAME format in all caps. Enter the names of the other authors in the 500 field. No need to use all caps.

If you would like the other author's name to be searchable using the author index in WorkFlows and the RSAcat, reach out to help@librariesofrsa.org. Ask RSA to add a 700 field to the brief record with the additional author's name.



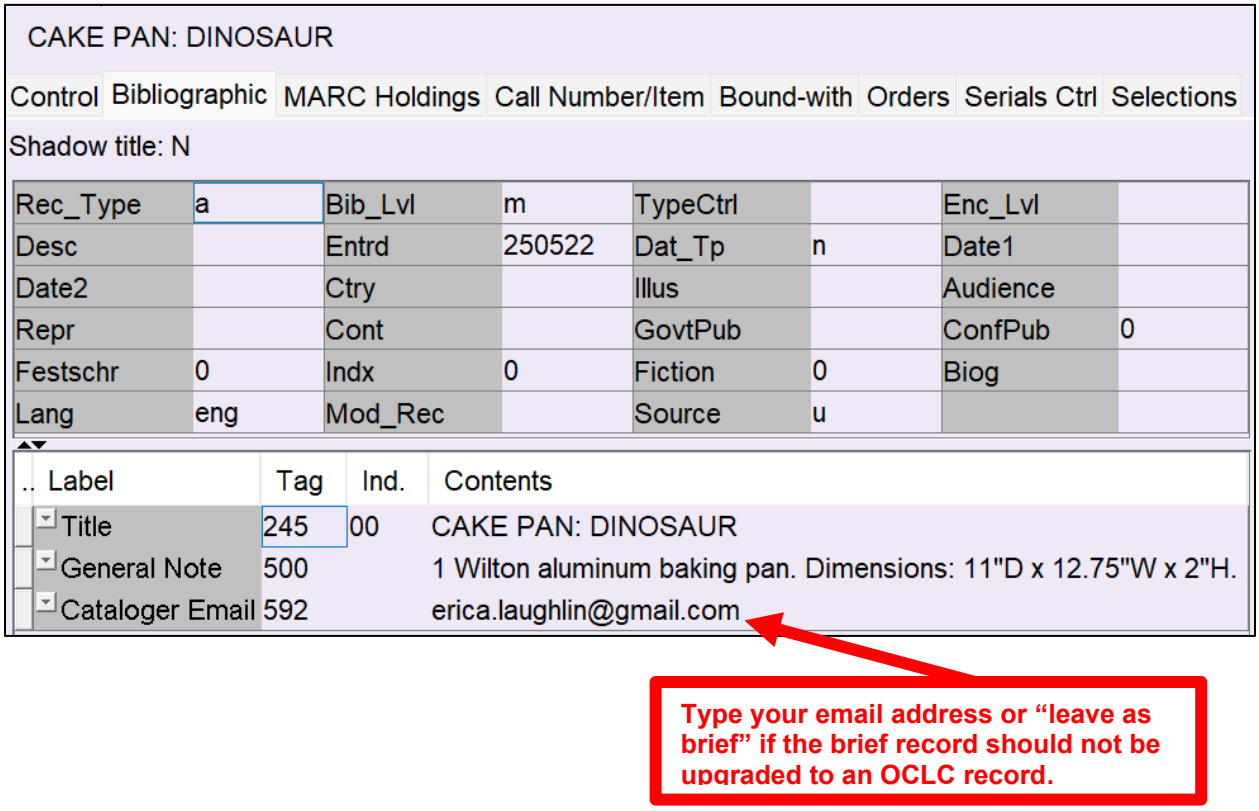
## Book without an Author

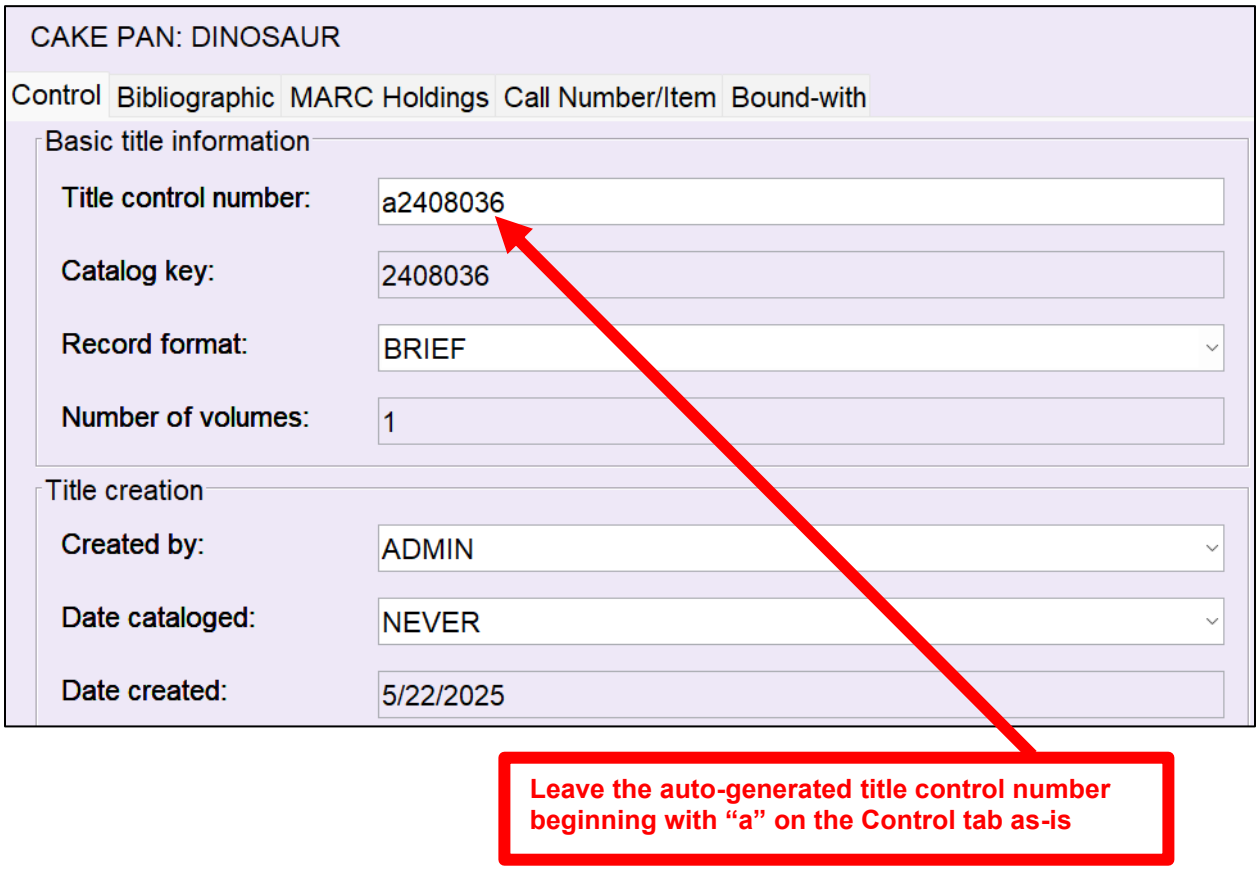



If there is no author for the book, leave the 100 field blank when creating the brief record. WorkFlows will automatically remove the 100 field when the brief record is saved.

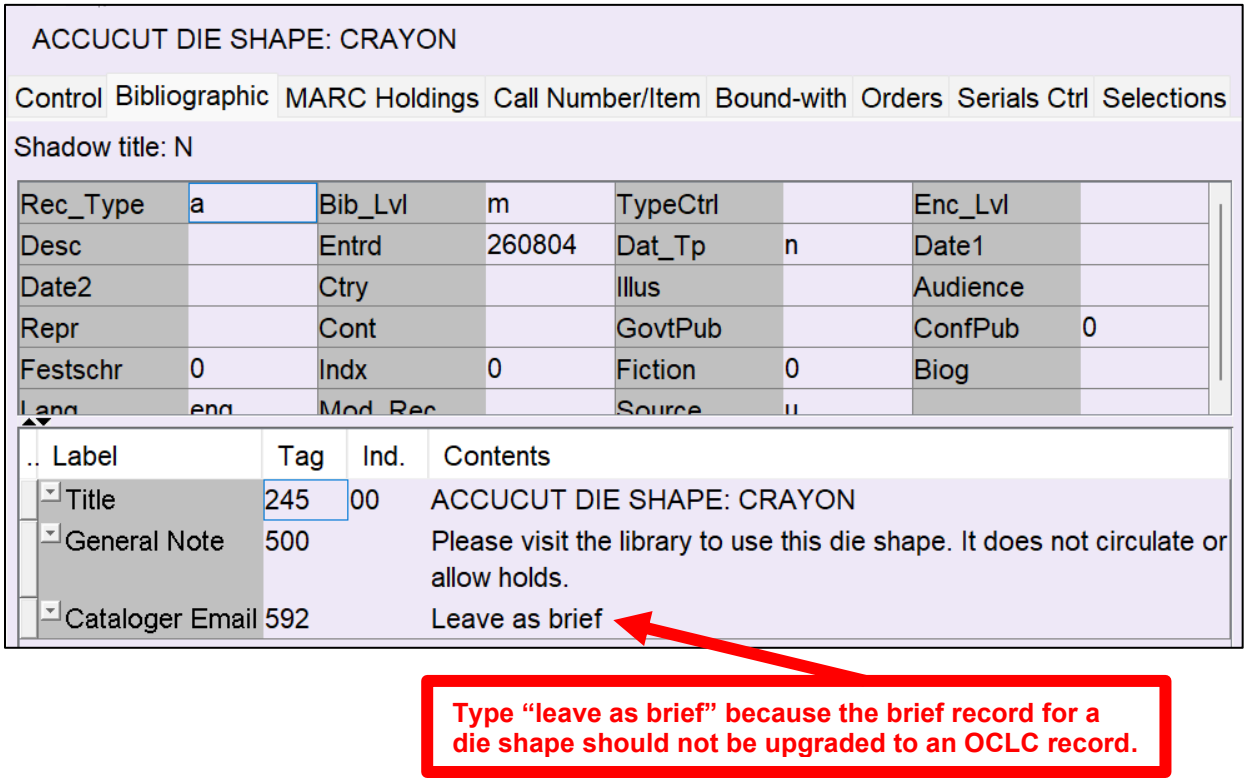


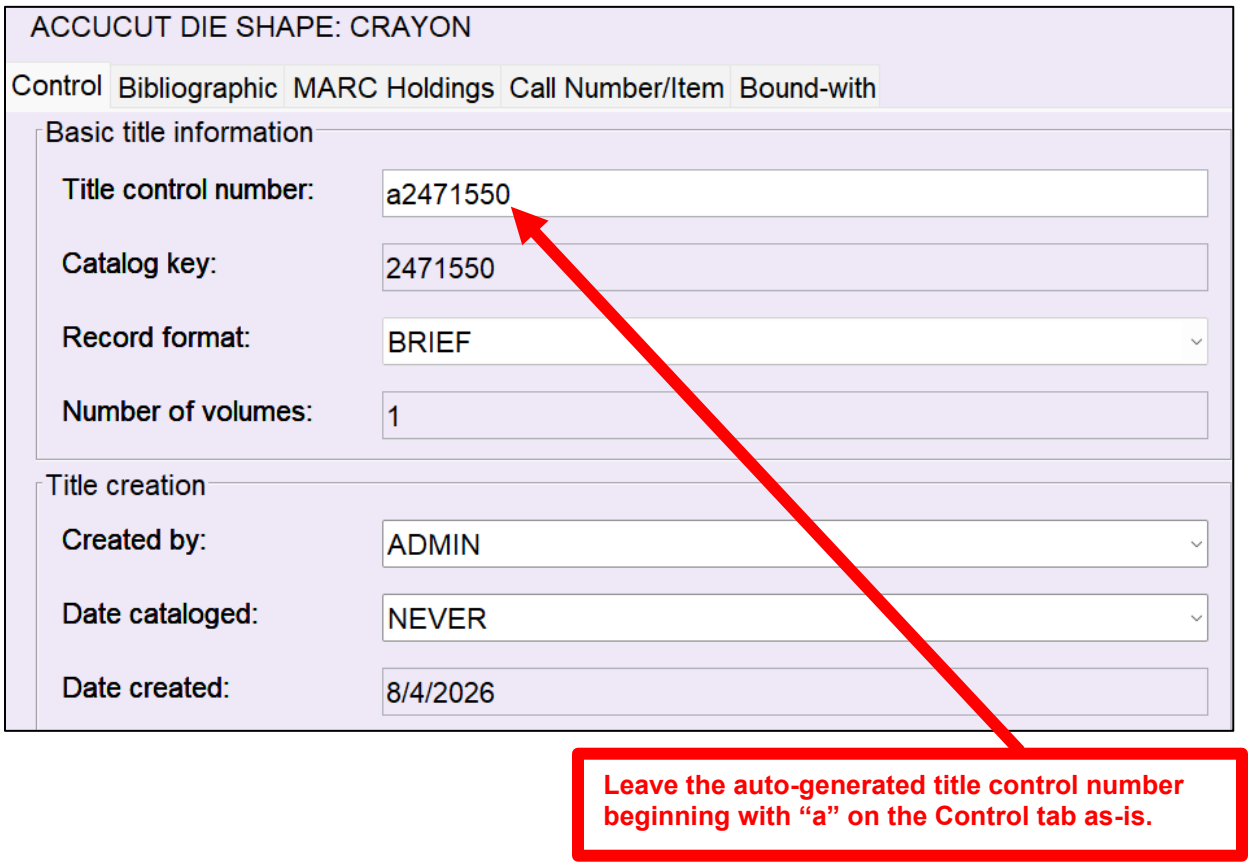
## Cake Pan


CAKE PAN: DINOSAUR
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 250522
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
.. Label
Tag
Ind.
Contents
Title 245 00 CAKE PAN: DINOSAUR
General Note 500 1 Wilton aluminum baking pan. Dimensions: 11"D x 12.75"W x 2"H.
Cataloger Email 592 erica.laughlin@gmail.com
Type your email address or "leave as brief" if the brief record should not be upgraded to an OCLC record.

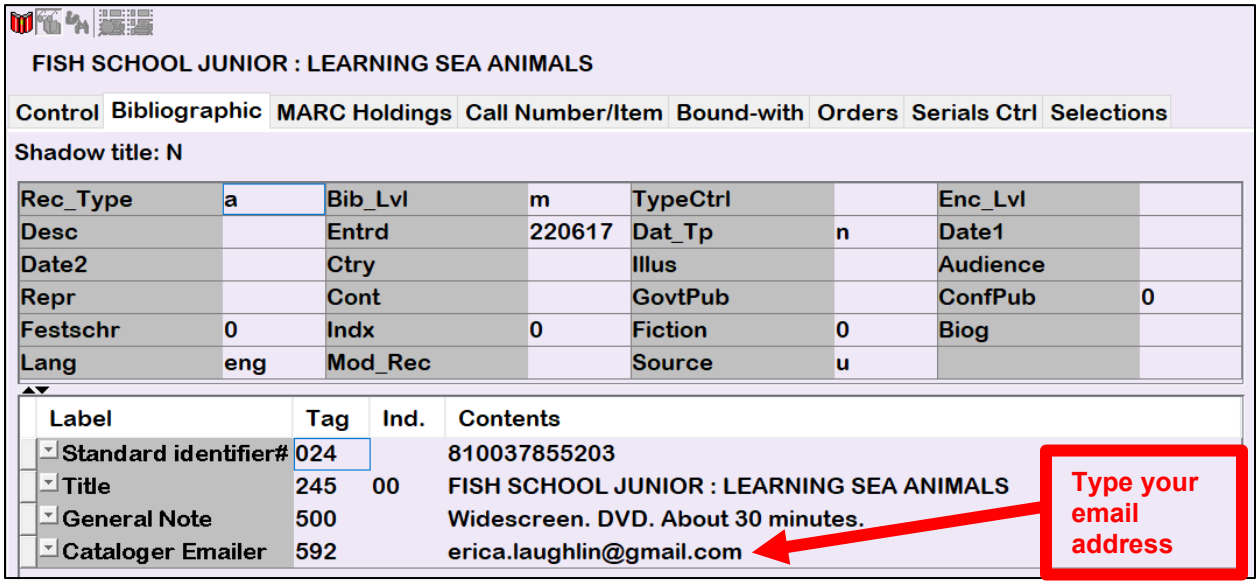

CAKE PAN: DINOSAUR
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MARC Holdings
Call Number/Item
Bound-with
Basic title information
Title control number: a2408036
Catalog key: 2408036
Record format: BRIEF
Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 5/22/2025
Leave the auto-generated title control number beginning with "a" on the Control tab as-is

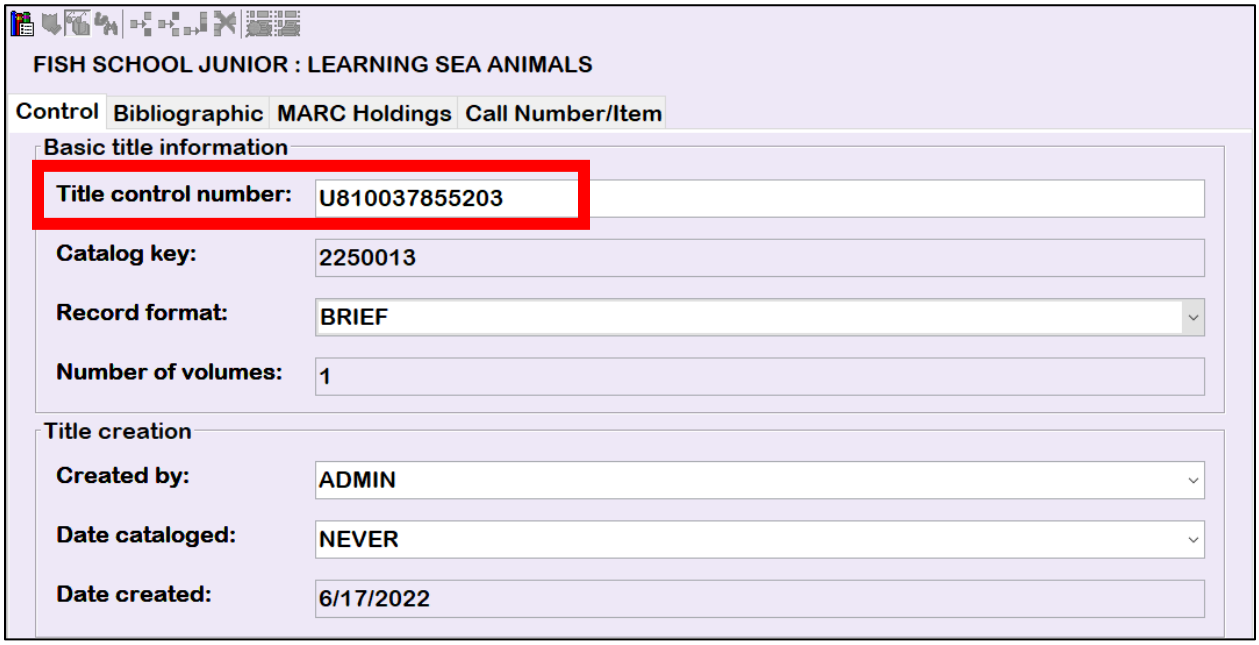
## Die Shape


ACCUCUT DIE SHAPE: CRAYON
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 260804
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Label
Tag
Ind.
Contents
Title 245 00 ACCUCUT DIE SHAPE: CRAYON
General Note 500 Please visit the library to use this die shape. It does not circulate or allow holds.
Cataloger Email 592 Leave as brief
Type “leave as brief” because the brief record for a die shape should not be upgraded to an OCLC record.

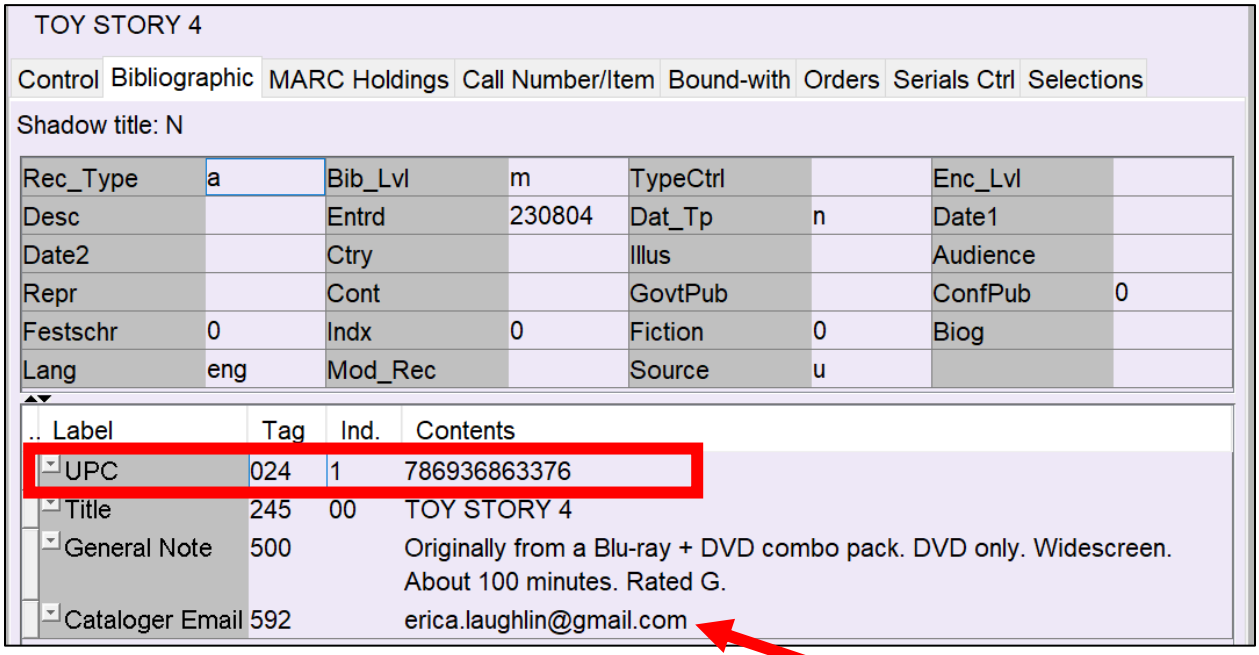

ACCUCUT DIE SHAPE: CRAYON
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Basic title information
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Catalog key: 2471550
Record format: BRIEF
Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 8/4/2026
Leave the auto-generated title control number beginning with “a” on the Control tab as-is.

## DVD

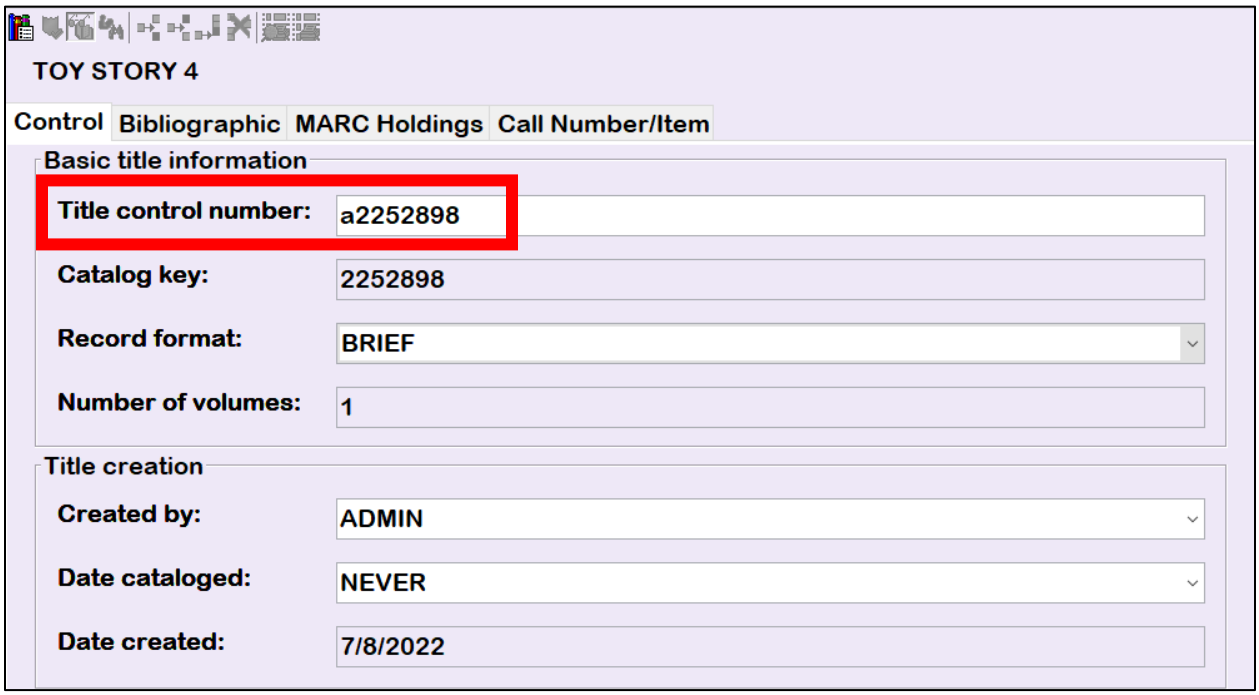

FISH SCHOOL JUNIOR : LEARNING SEA ANIMALS
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 220617
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
Standard identifier# 024 810037855203
Title 245 00 FISH SCHOOL JUNIOR : LEARNING SEA ANIMALS
General Note 500 Widescreen. DVD. About 30 minutes.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address


FISH SCHOOL JUNIOR : LEARNING SEA ANIMALS
Control
Bibliographic
MARC Holdings
Call Number/Item
Basic title information
Title control number: U810037855203
Catalog key: 2250013
Record format: BRIEF
Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 6/17/2022

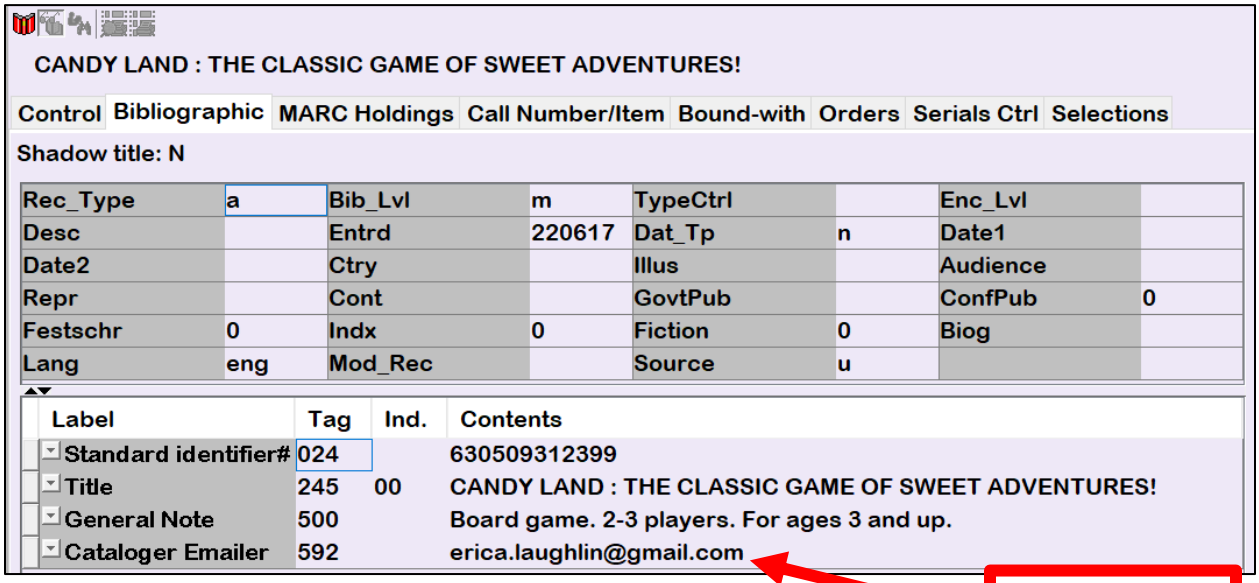
## DVD Only from Blu-ray + DVD Combo Pack




Enter the UPC into the 024 on the brief record. The UPC is usually found on the back of the container. Leave the auto-generated title control number beginning with "a" on the Control tab as-is. Entering the UPC in the title control number will cause the brief record to be replaced by the OCLC record that describes the Blu-ray + DVD combo pack, not the DVD only.

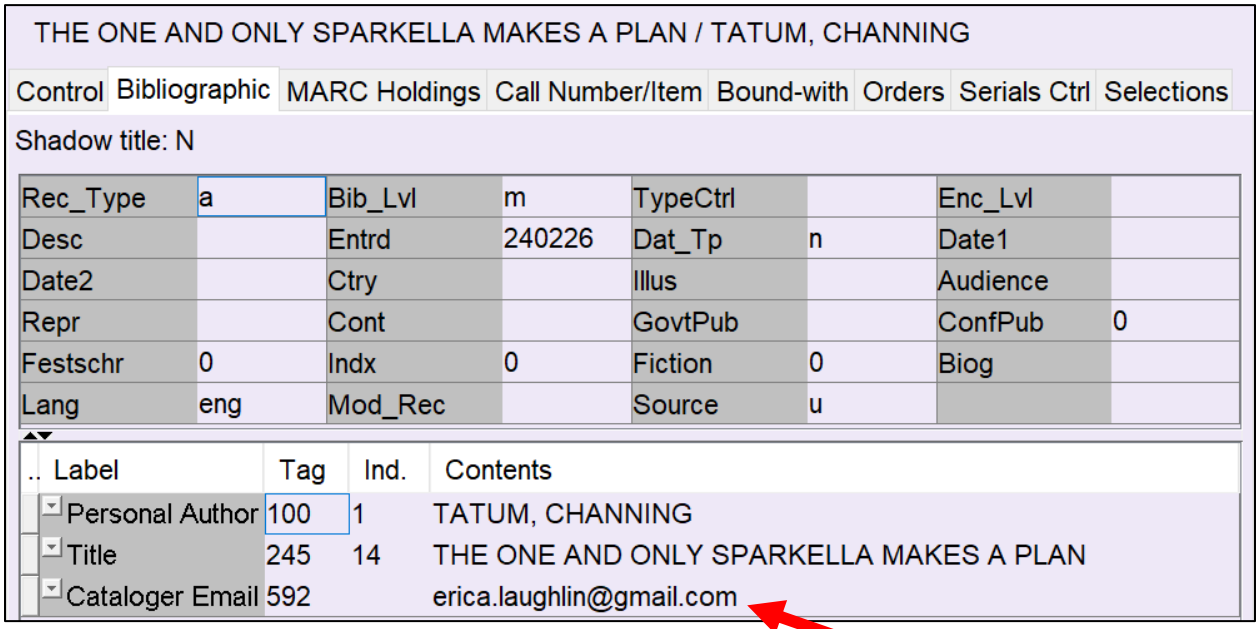


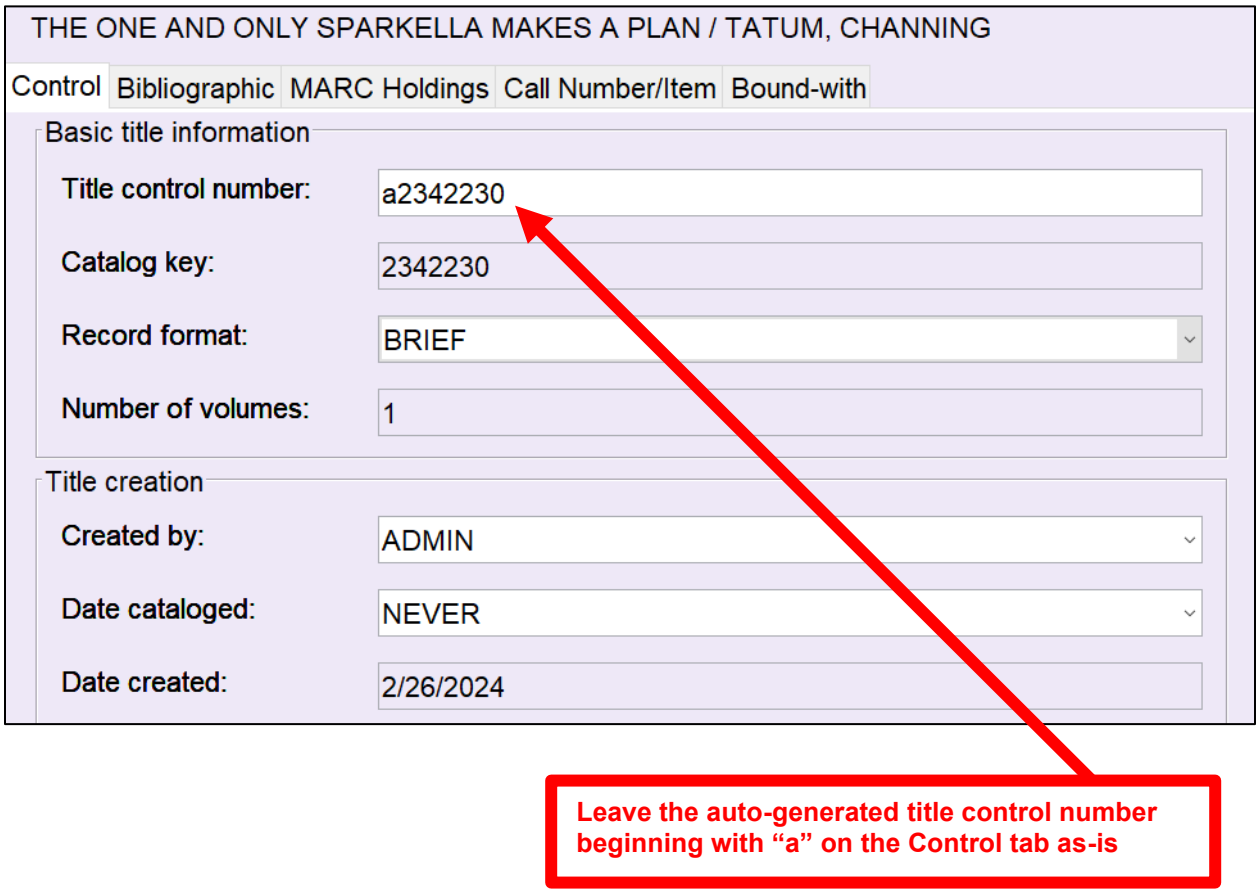
## Game


CANDY LAND : THE CLASSIC GAME OF SWEET ADVENTURES!
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 220617
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Date1
Date2
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Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
Standard identifier# 024 630509312399
Title 245 00 CANDY LAND : THE CLASSIC GAME OF SWEET ADVENTURES!
General Note 500 Board game. 2-3 players. For ages 3 and up.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address

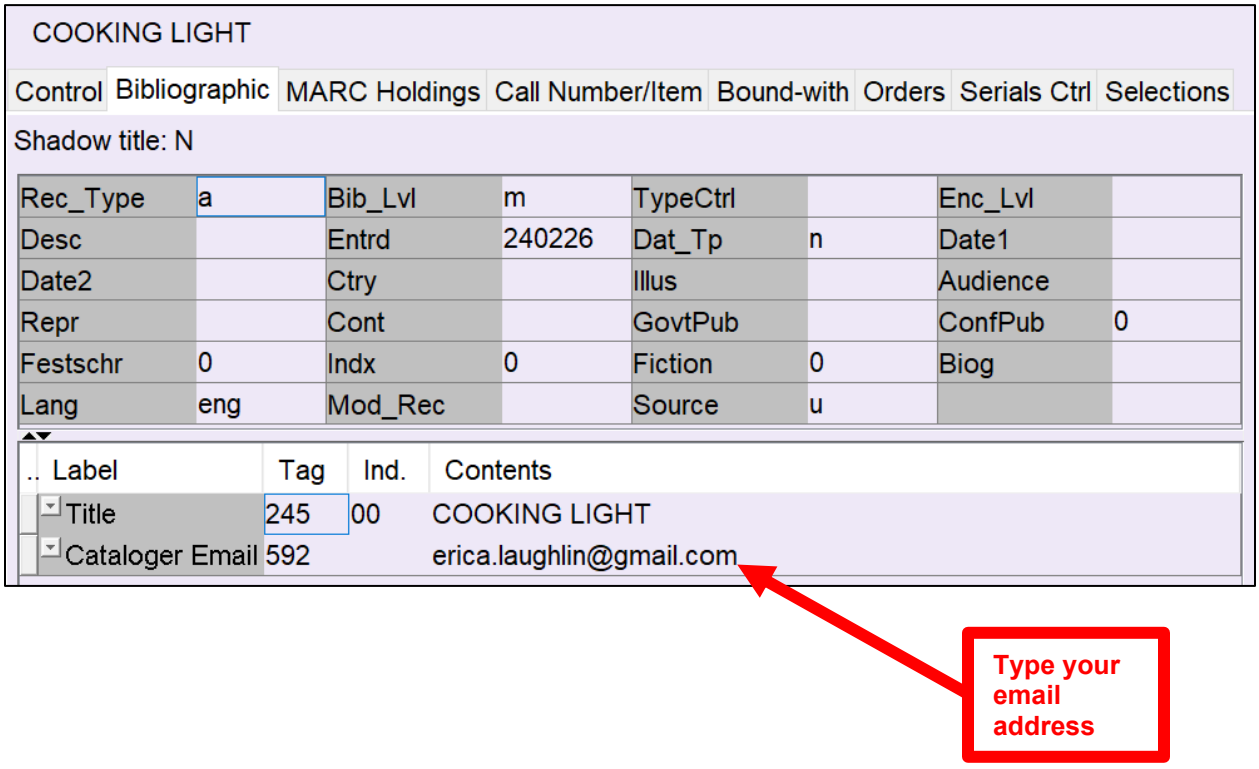

CANDY LAND : THE CLASSIC GAME OF SWEET ADVENTURES!
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Created by: ADMIN
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Date created: 6/17/2022

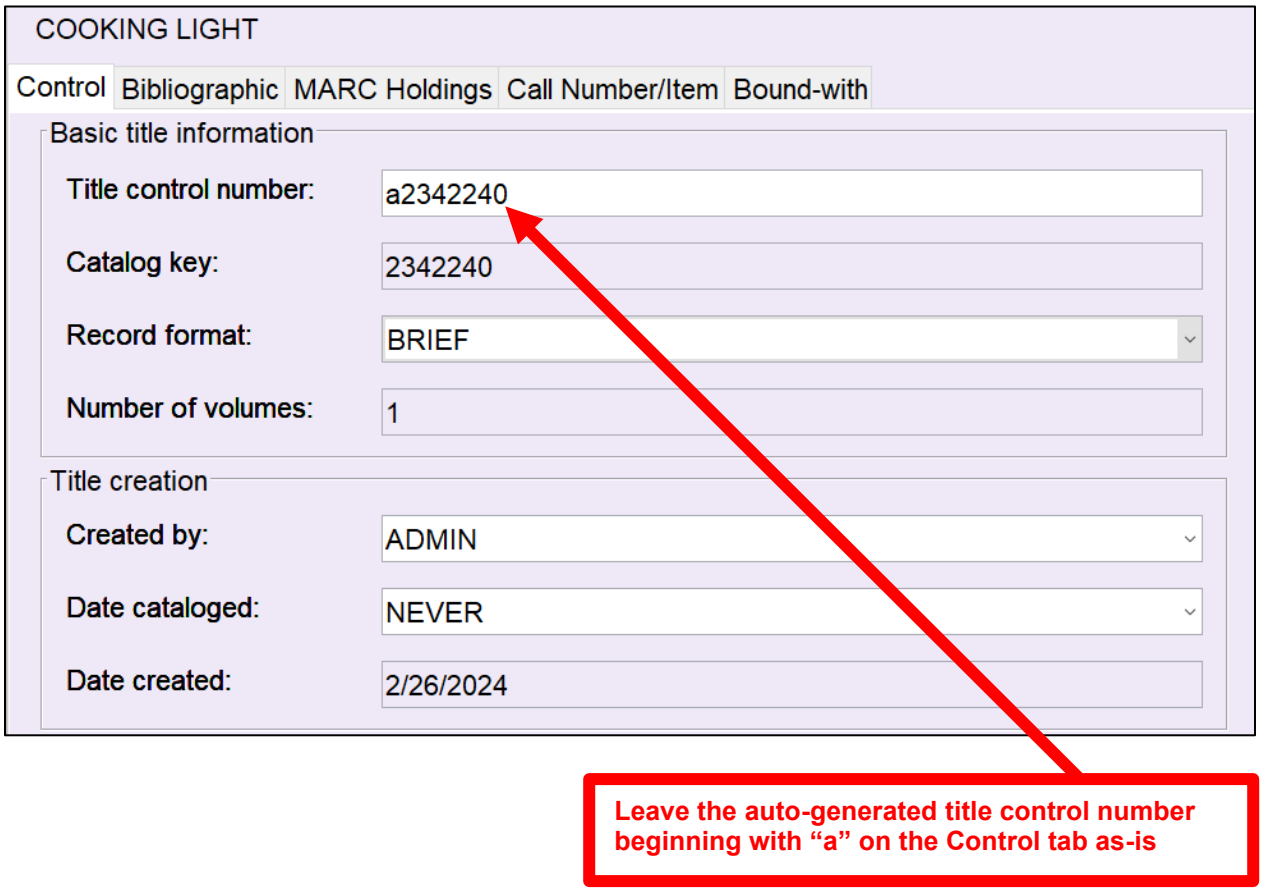
## Item without an ISBN



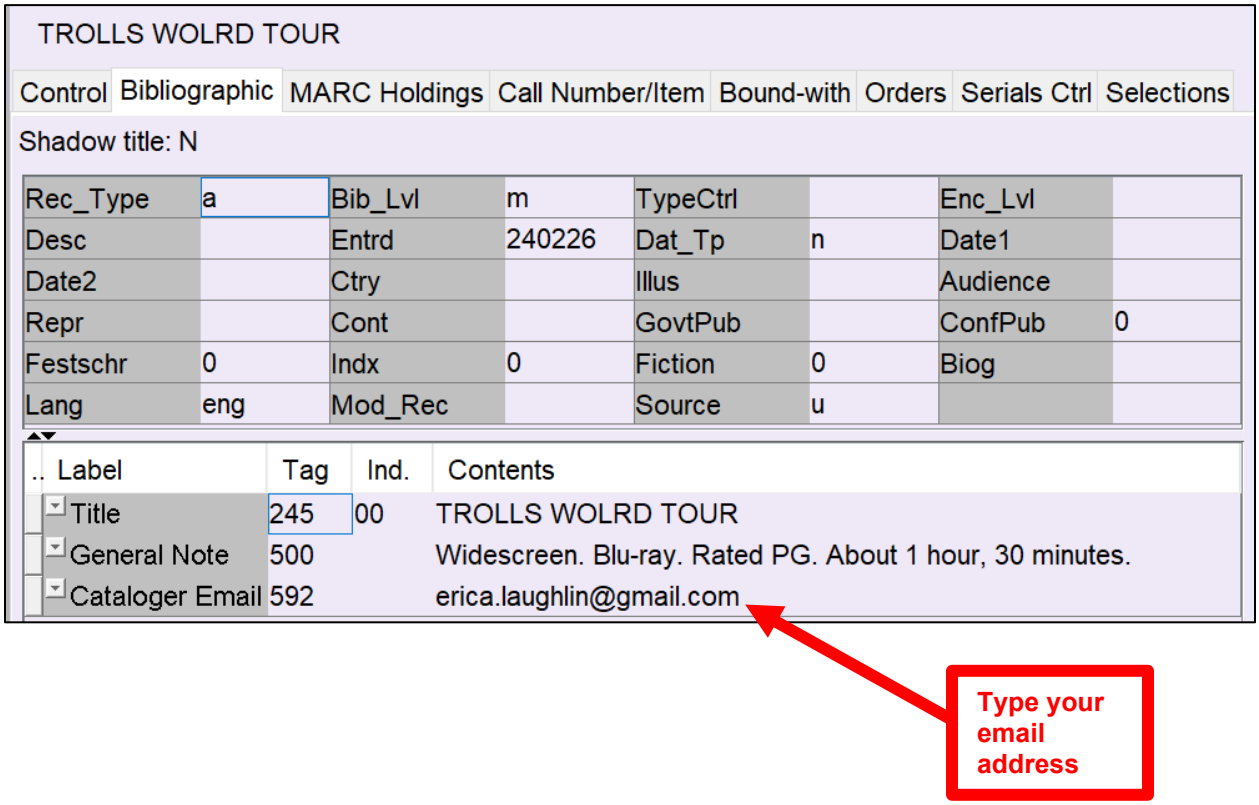



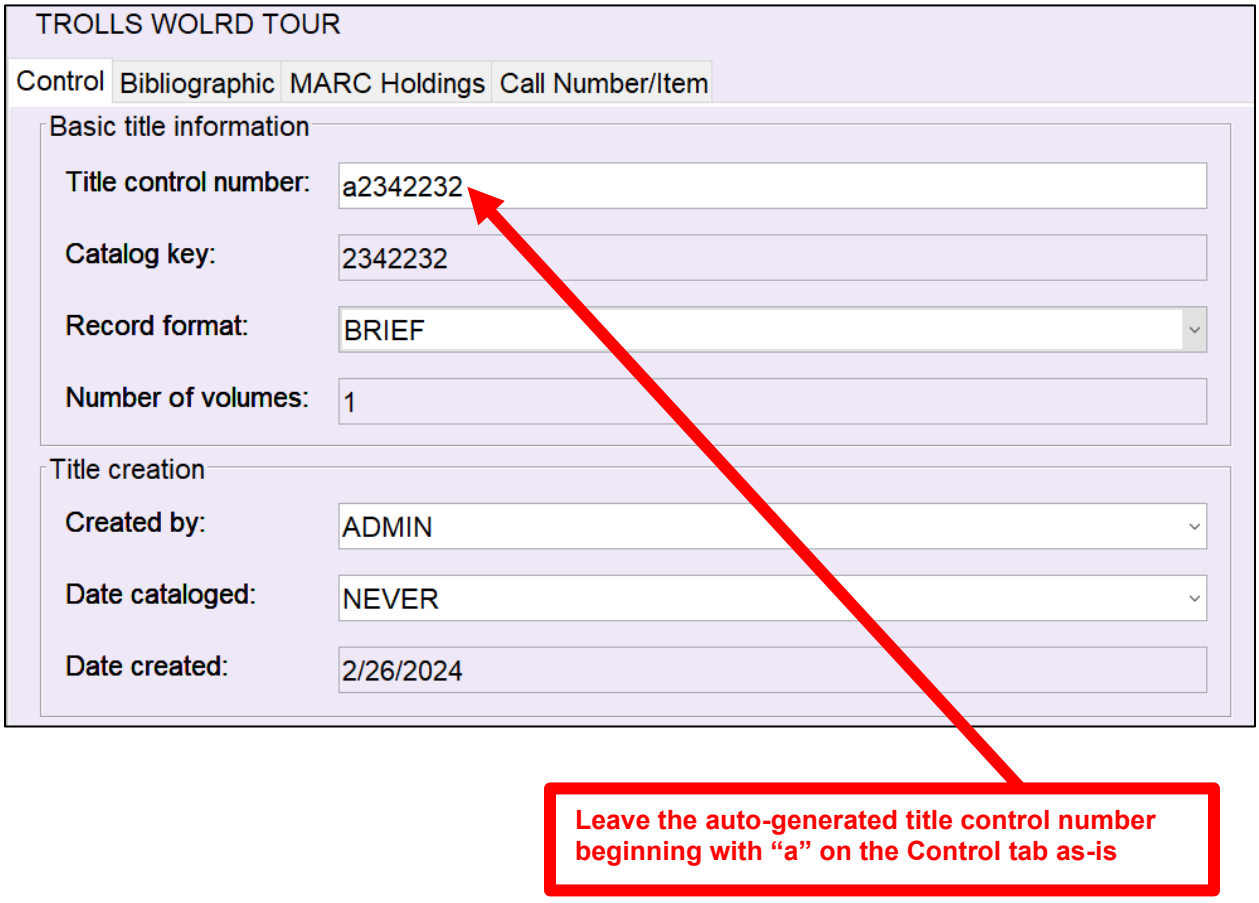
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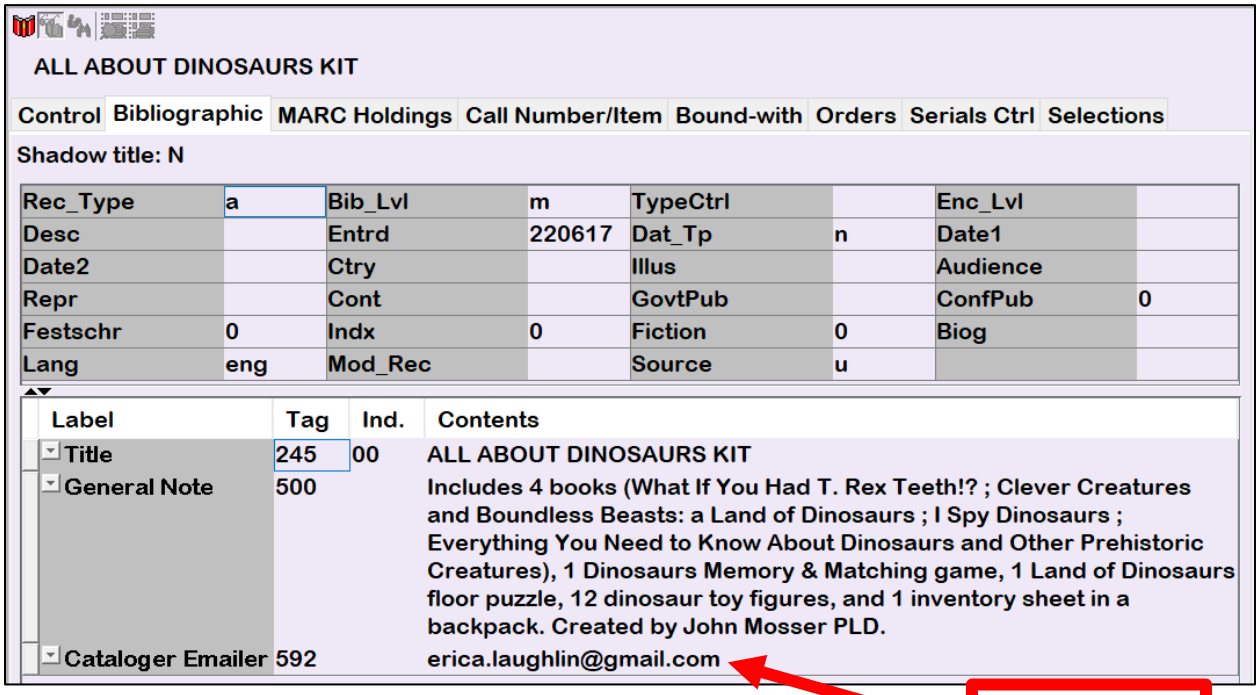



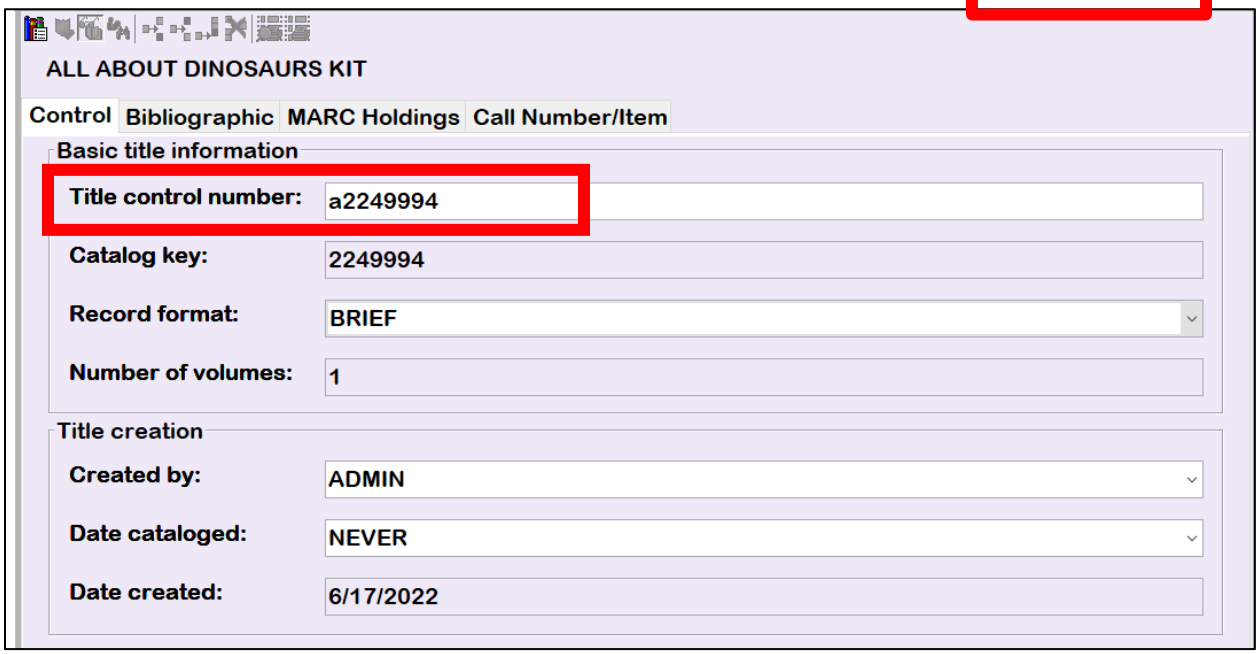
## Item without a UPC



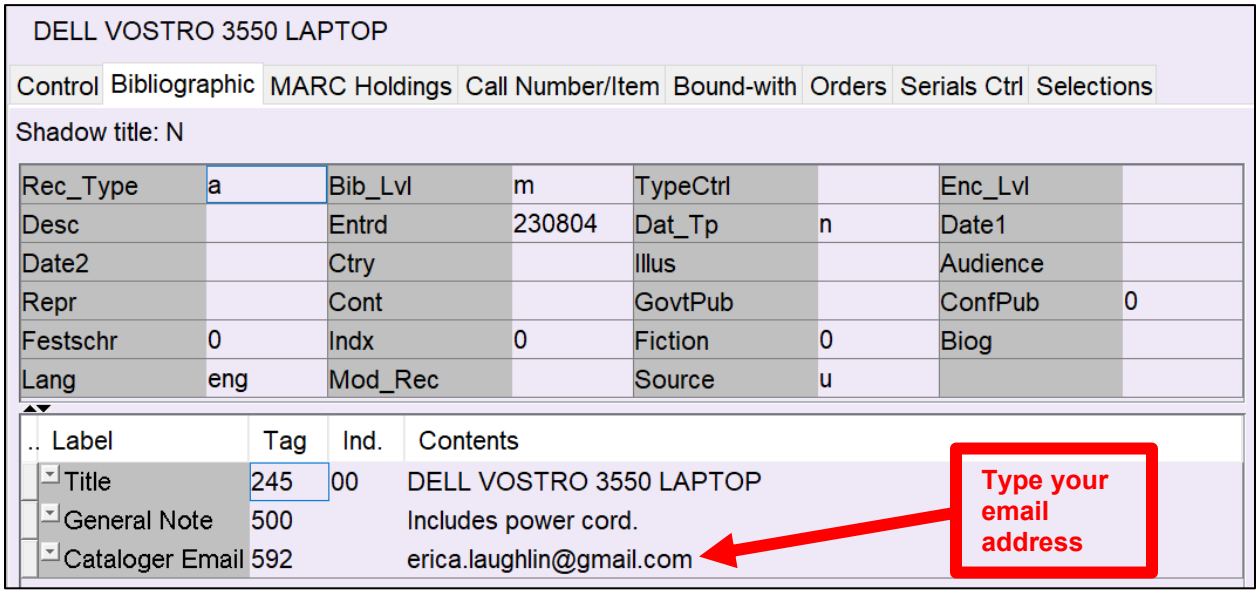



## Kit


ALL ABOUT DINOSAURS KIT
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MARC Holdings
Call Number/Item
Bound-with
Orders
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Selections
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Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 220617
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
Title 245 00 ALL ABOUT DINOSAURS KIT
General Note 500 Includes 4 books (What If You Had T. Rex Teeth!? ; Clever Creatures and Boundless Beasts: a Land of Dinosaurs ; I Spy Dinosaurs ; Everything You Need to Know About Dinosaurs and Other Prehistoric Creatures), 1 Dinosaurs Memory & Matching game, 1 Land of Dinosaurs floor puzzle, 12 dinosaur toy figures, and 1 inventory sheet in a backpack. Created by John Mosser PLD.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address

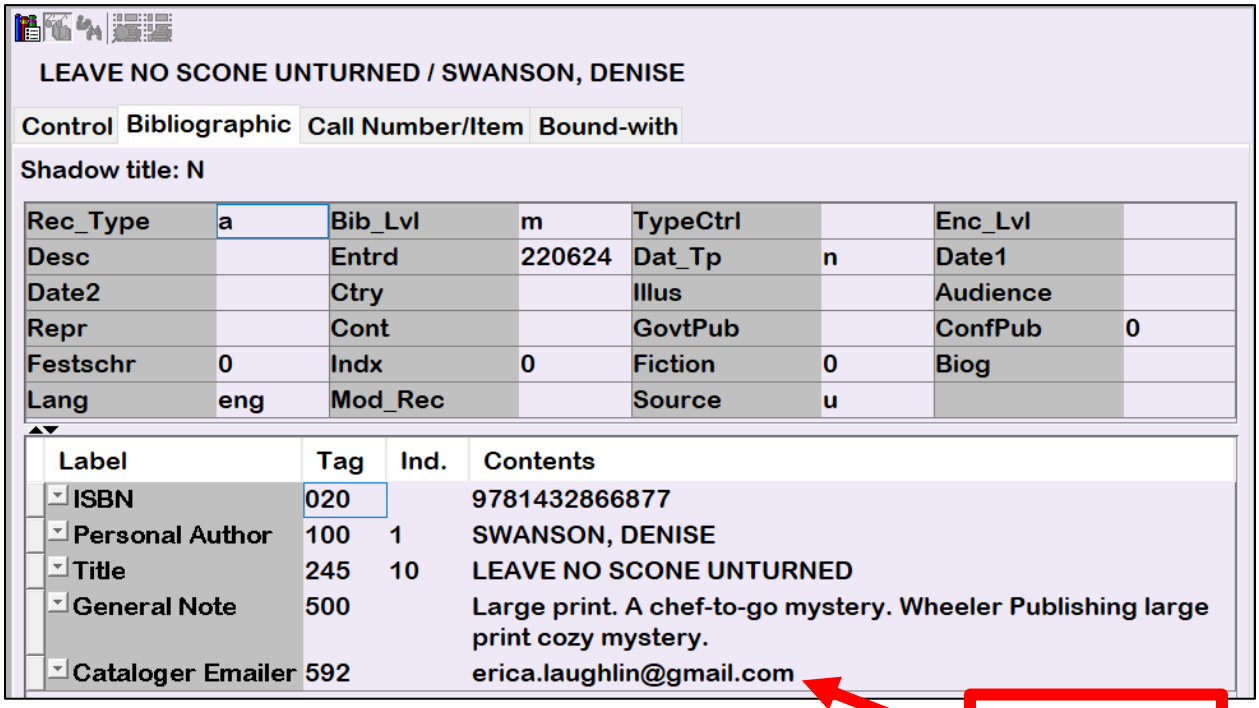

ALL ABOUT DINOSAURS KIT
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MARC Holdings
Call Number/Item
Basic title information
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Number of volumes: 1
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Date cataloged: NEVER
Date created: 6/17/2022

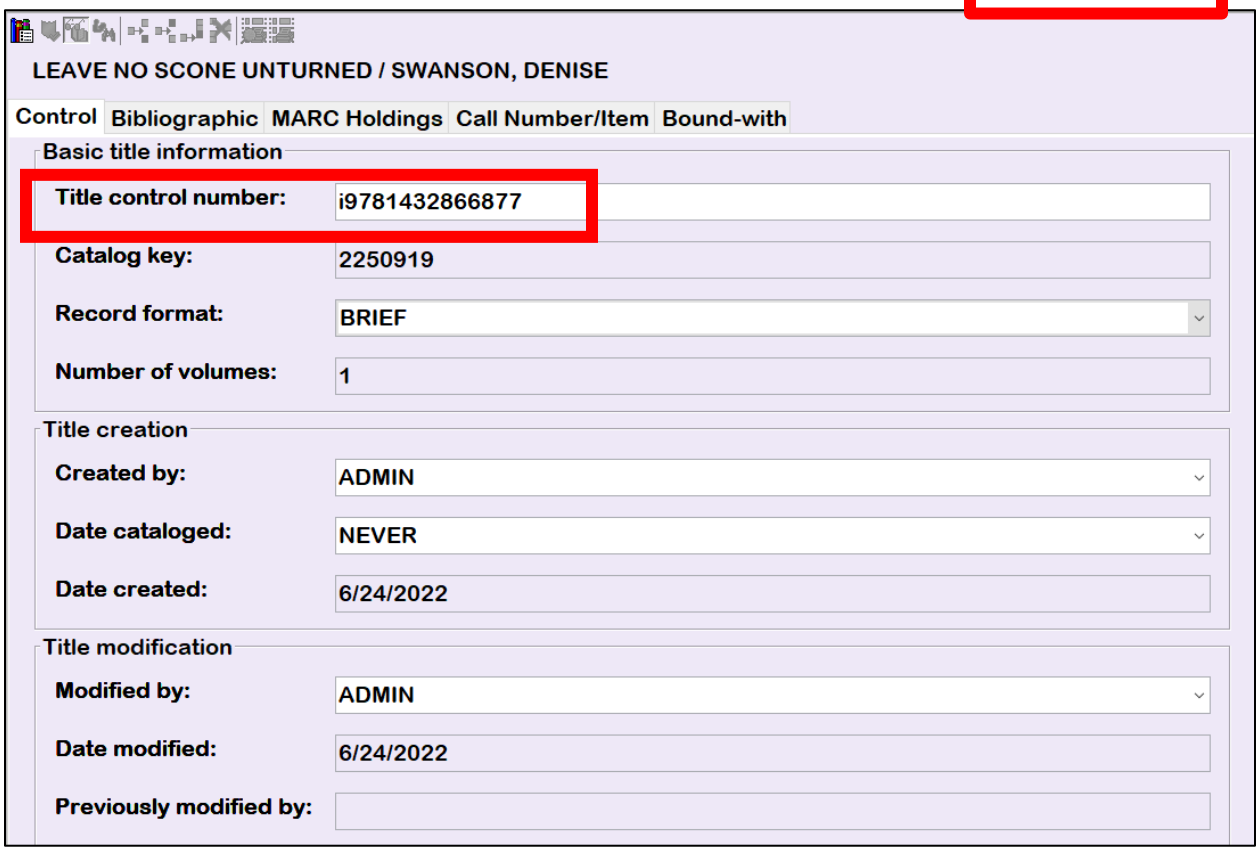
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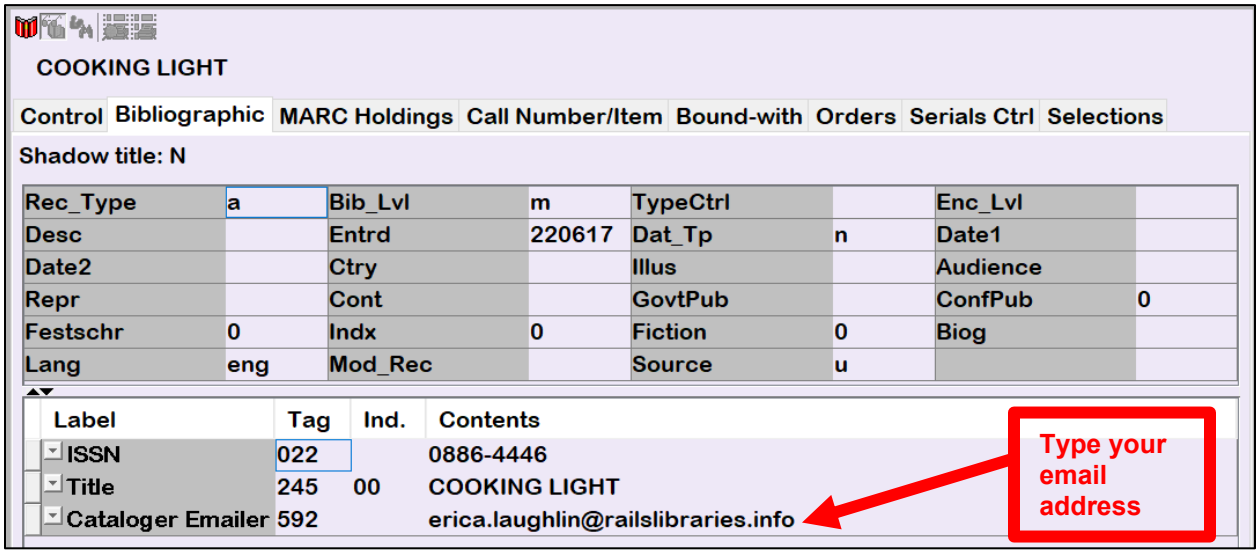



## Large Print Book

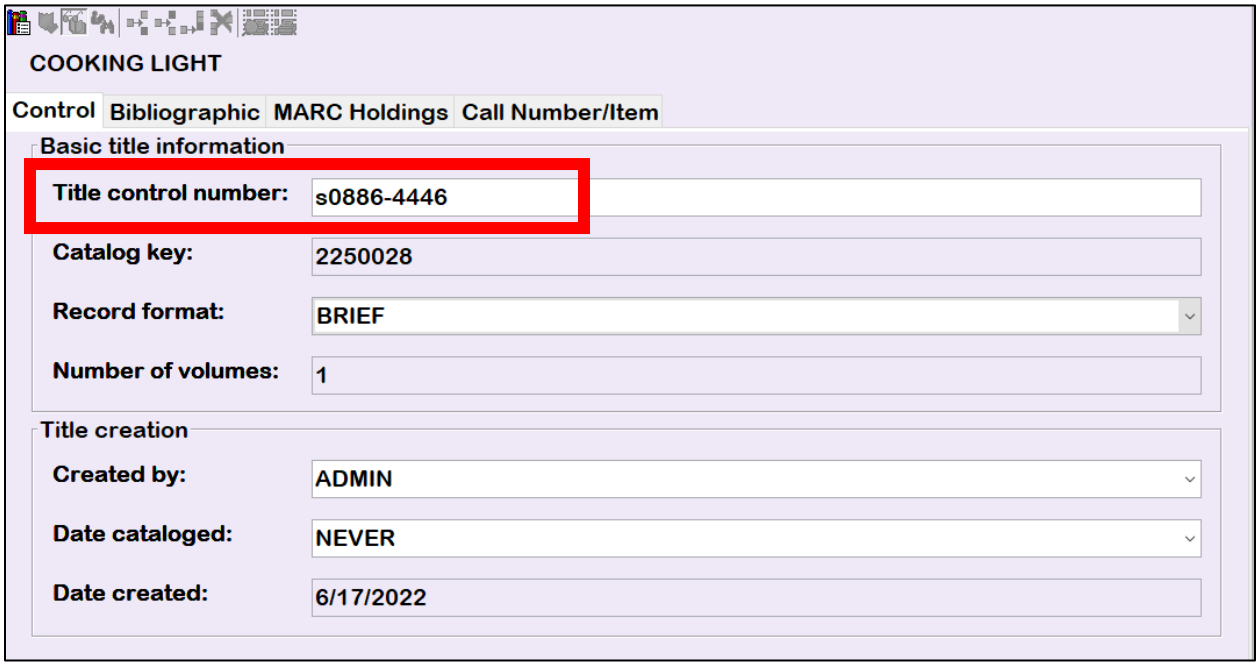


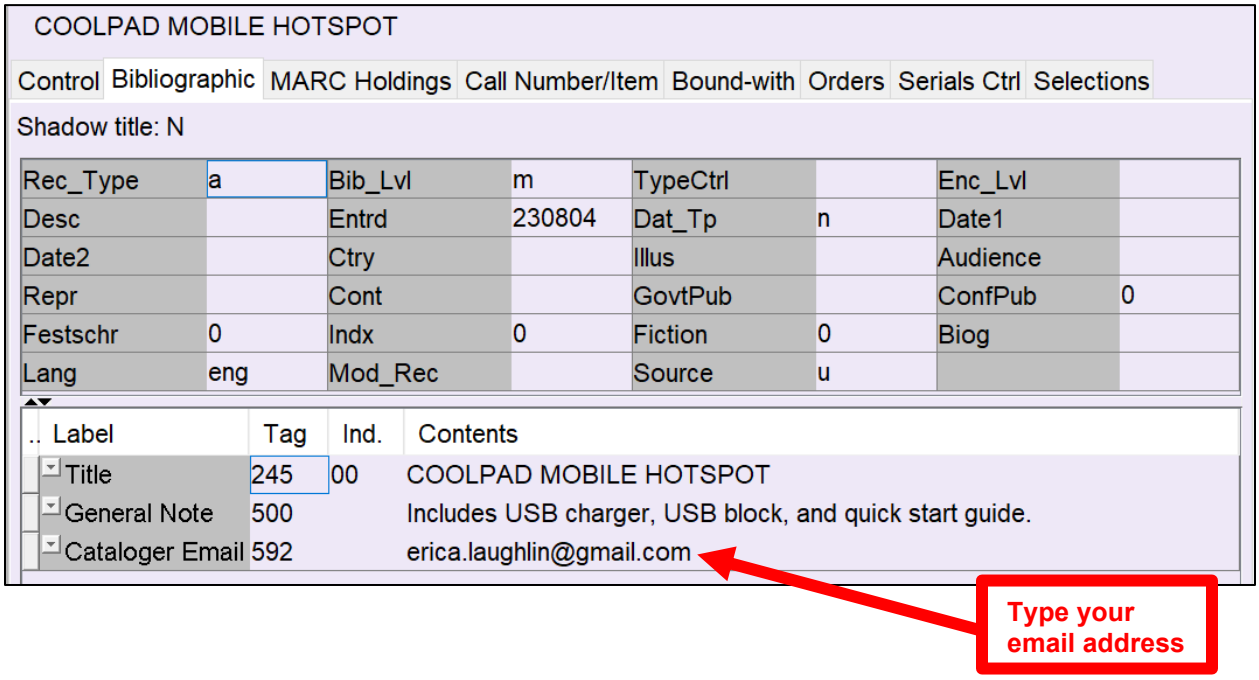
## Magazine

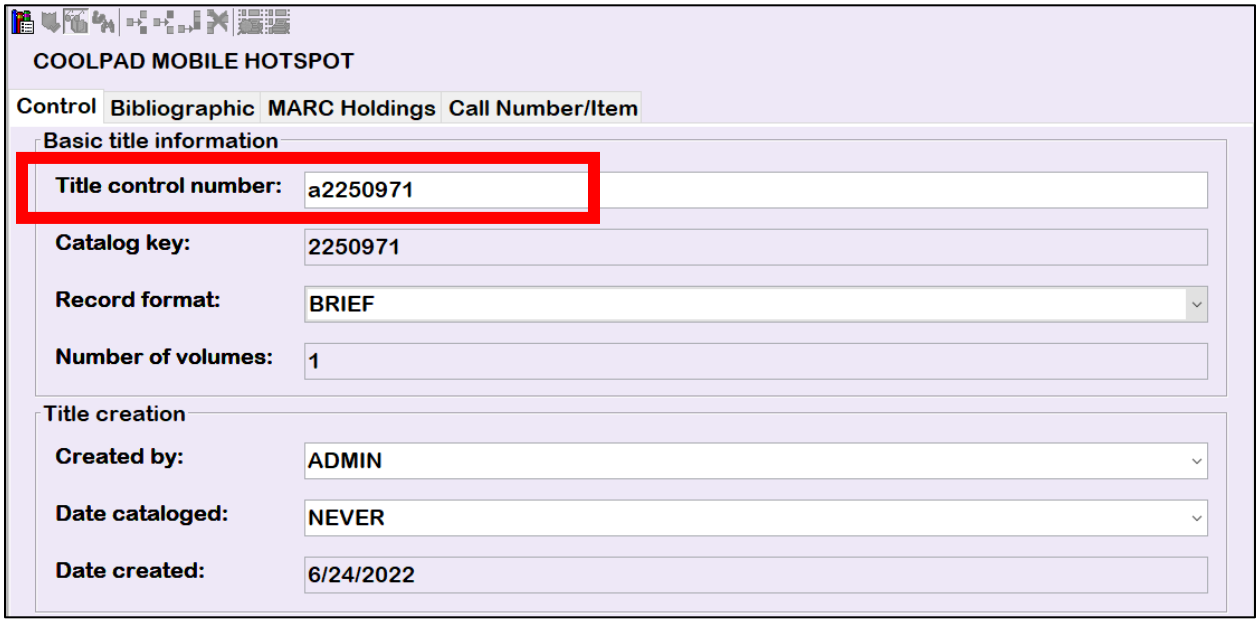



Enter the ISSN in the 022 and title control number fields. Notice the ISSN contains a hyphen and begins with an ‘s’ in the title control number field. Avoid using the magazine’s UPC because that number varies based on the individual issue.

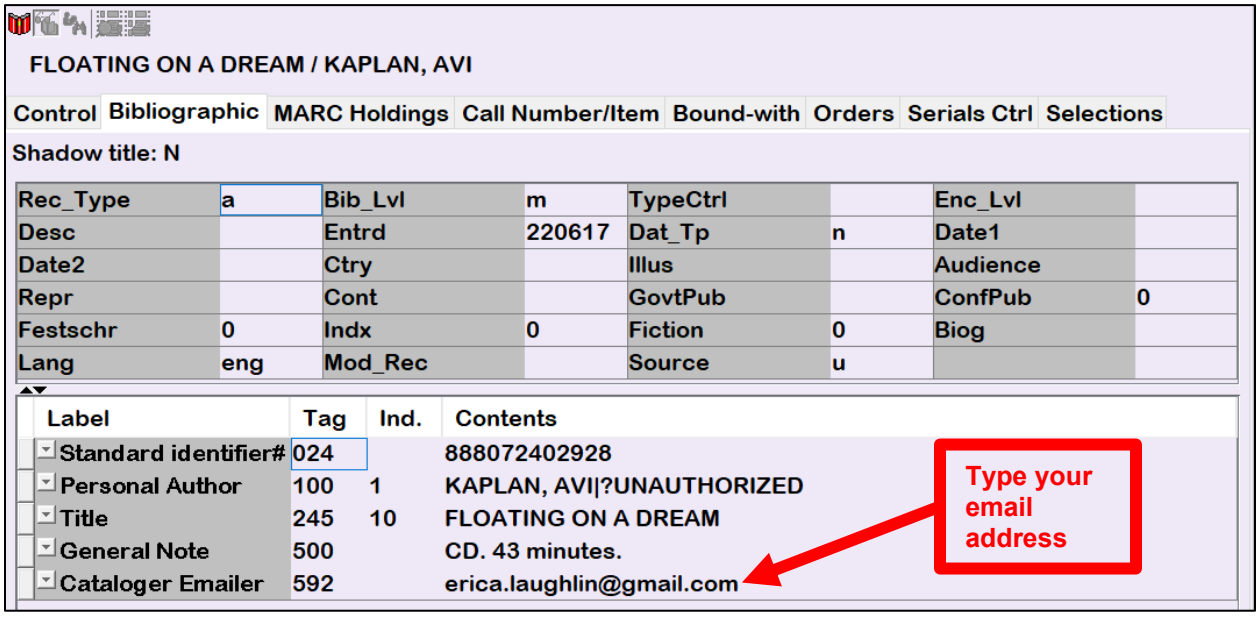


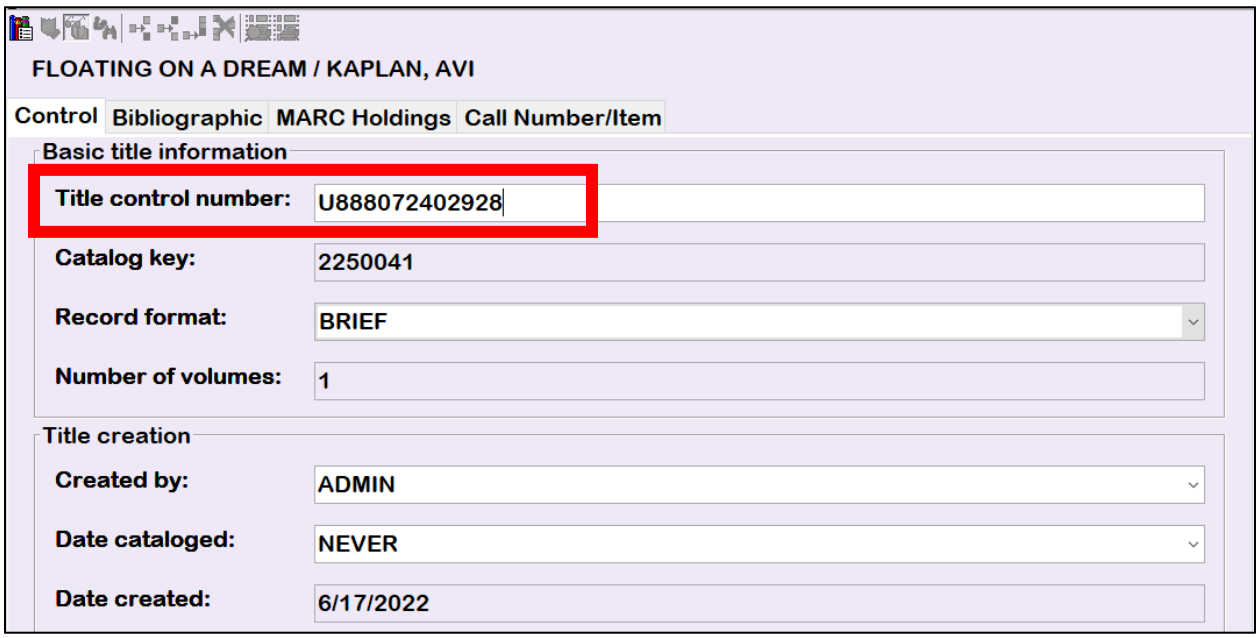
## Mobile Hotspot



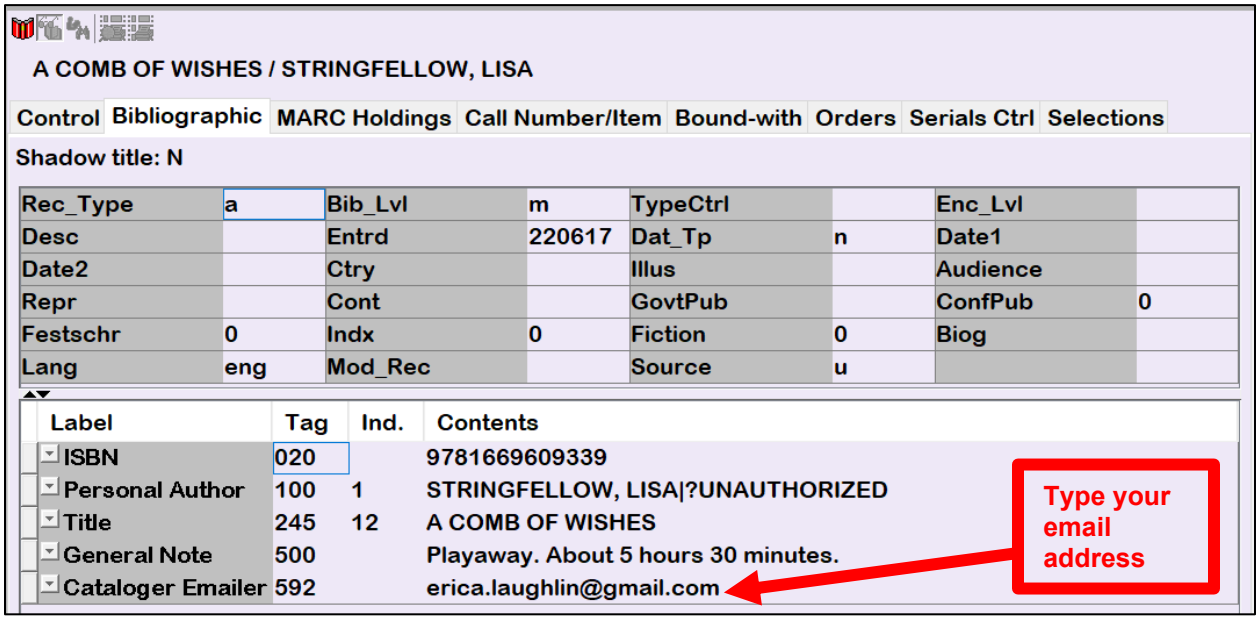



## Music CD


FLOATING ON A DREAM / KAPLAN, AVI
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Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 220617
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
Standard identifier# 024 888072402928
Personal Author 100 1 KAPLAN, AVI|?UNAUTHORIZED
Title 245 10 FLOATING ON A DREAM
General Note 500 CD. 43 minutes.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address

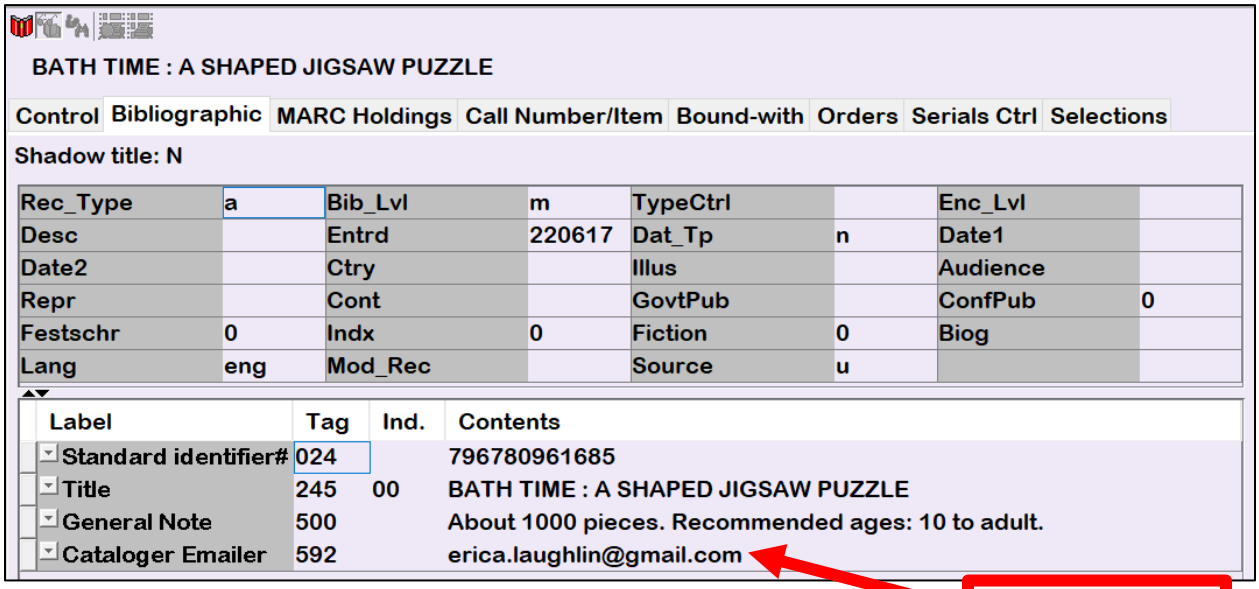

FLOATING ON A DREAM / KAPLAN, AVI
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Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 6/17/2022

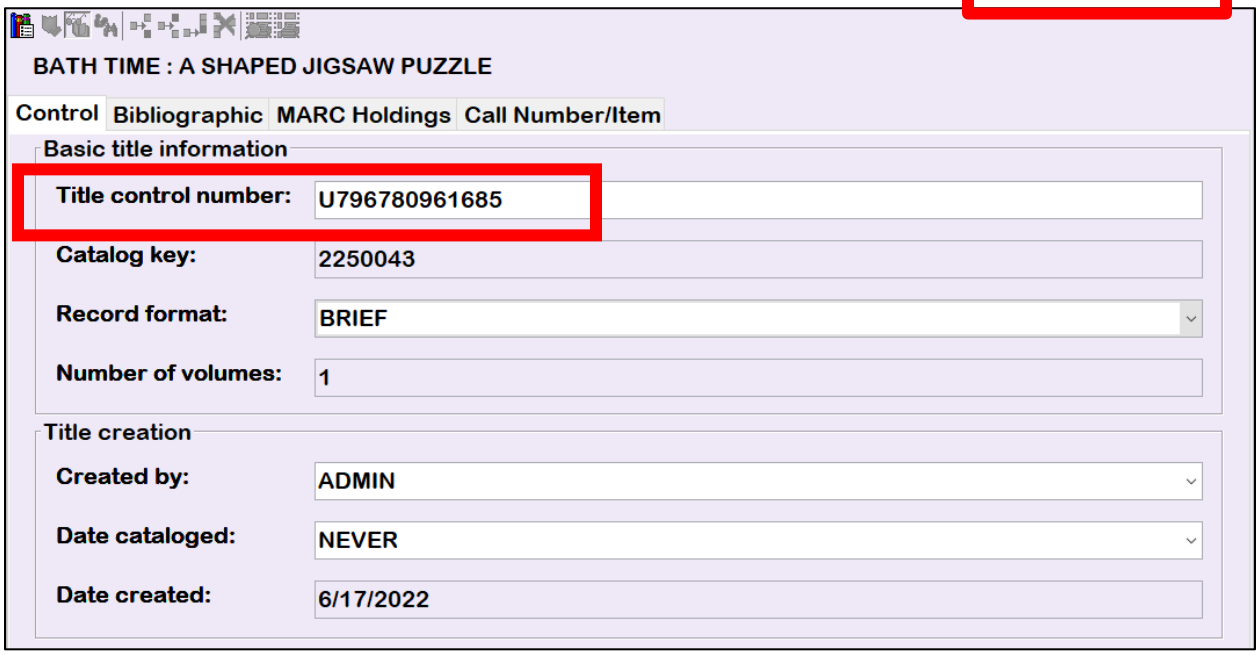
## Playaway


A COMB OF WISHES / STRINGFELLOW, LISA
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
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Entrd 220617
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Date1
Date2
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Audience
Repr
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Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
ISBN 020 9781669609339
Personal Author 100 1 STRINGFELLOW, LISA|?UNAUTHORIZED
Title 245 12 A COMB OF WISHES
General Note 500 Playaway. About 5 hours 30 minutes.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address

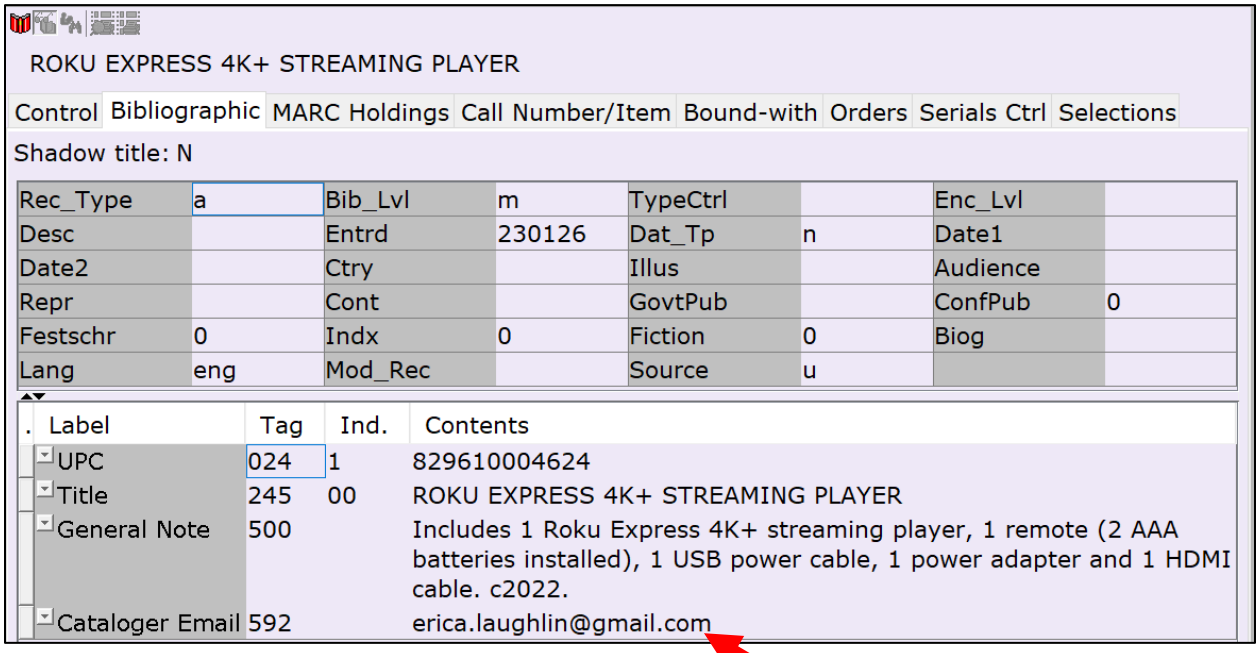

A COMB OF WISHES / STRINGFELLOW, LISA
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MARC Holdings
Call Number/Item
Basic title information
Title control number: i9781669609339
Catalog key: 2250042
Record format: BRIEF
Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 6/17/2022

## Puzzle


BATH TIME : A SHAPED JIGSAW PUZZLE
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
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Desc
Entrd 220617
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Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
Standard identifier# 024 796780961685
Title 245 00 BATH TIME : A SHAPED JIGSAW PUZZLE
General Note 500 About 1000 pieces. Recommended ages: 10 to adult.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address

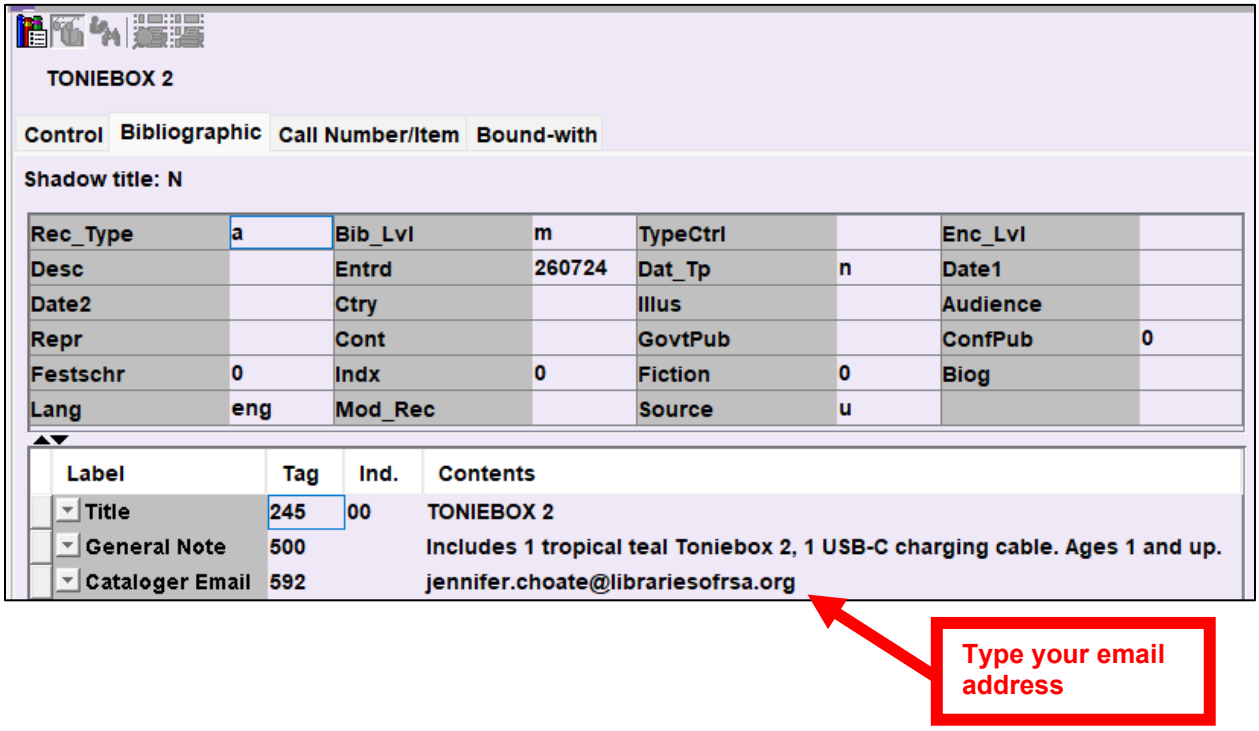

BATH TIME : A SHAPED JIGSAW PUZZLE
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Call Number/Item
Basic title information
Title control number: U796780961685
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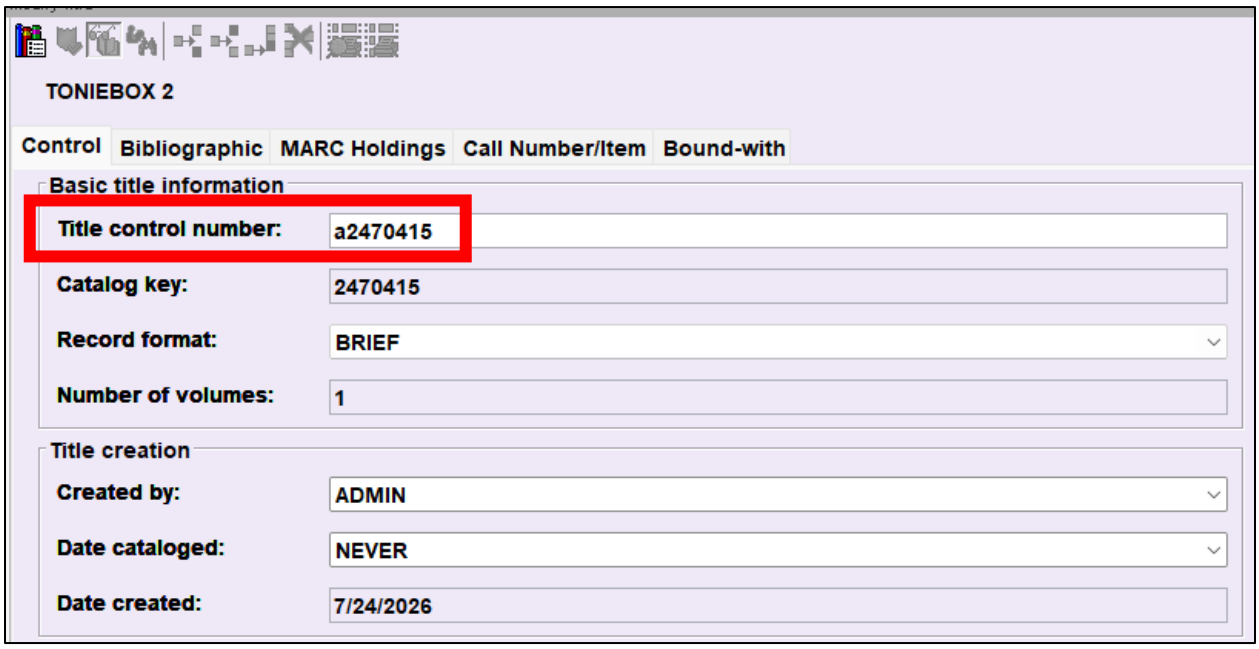
## Streaming Media Player



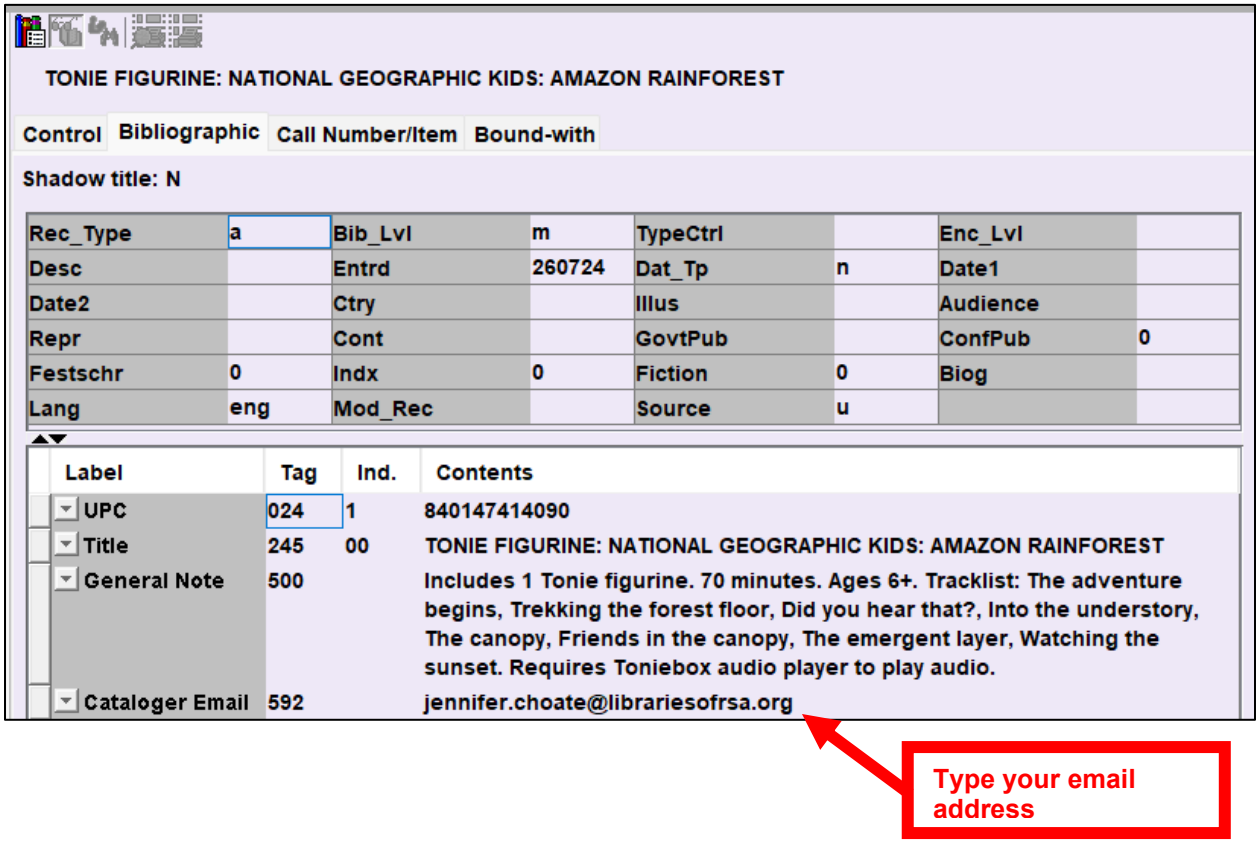


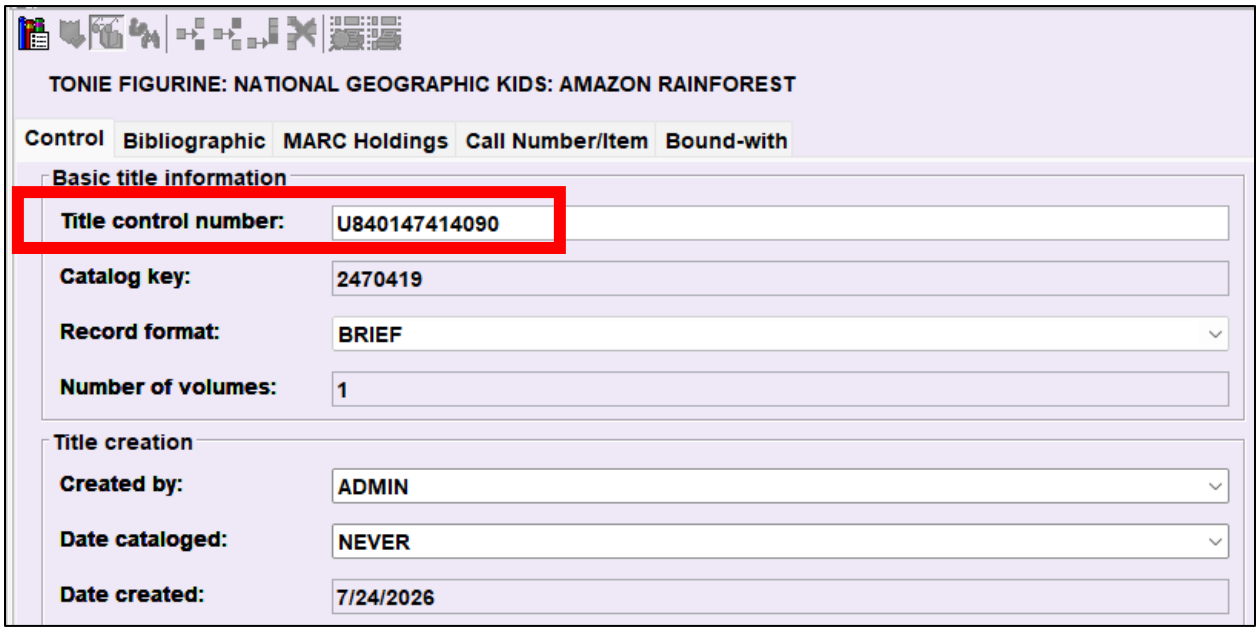

## Toniebox


TONIEBOX 2
Control
Bibliographic
Call Number/Item
Bound-with
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 260724
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
Title
245
00
TONIEBOX 2
General Note
500
Includes 1 tropical teal Toniebox 2, 1 USB-C charging cable. Ages 1 and up.
Cataloger Email
592
jennifer.choate@librariesofrsa.org
Type your email address

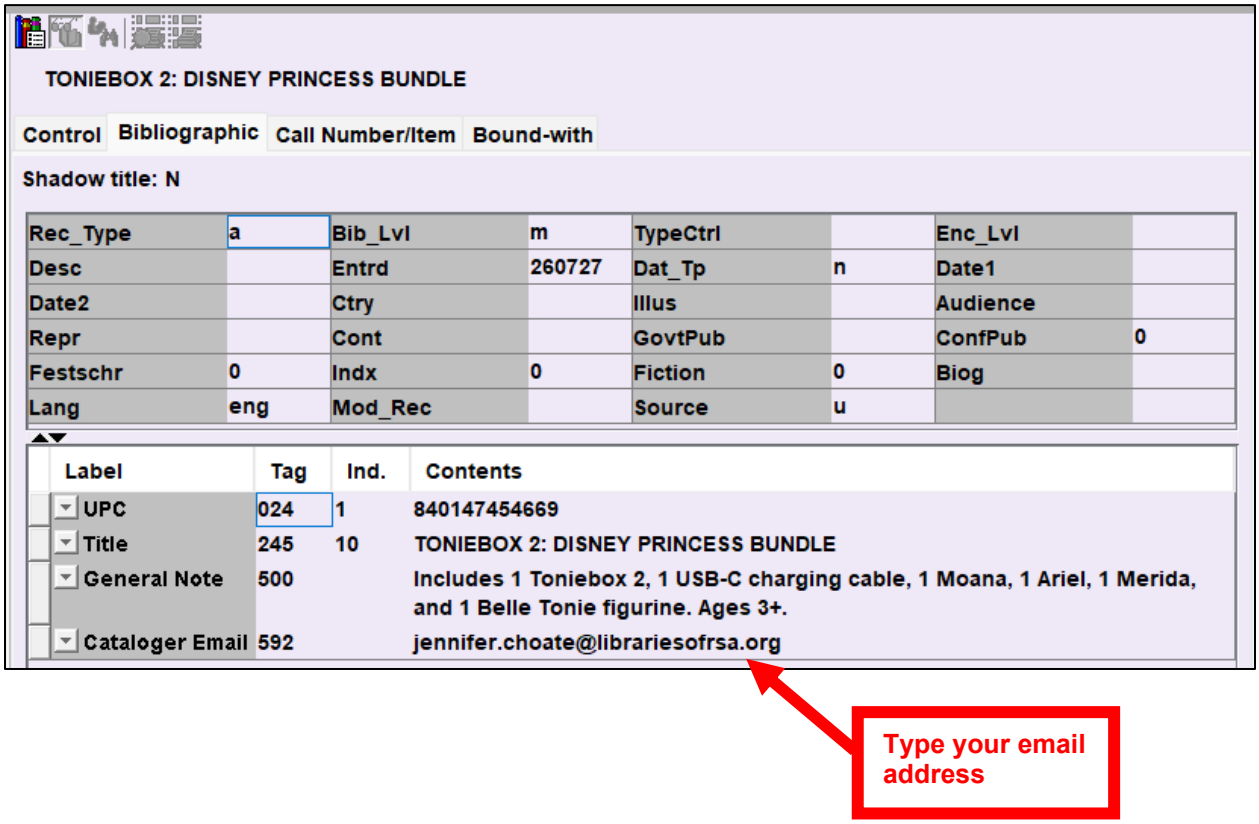

TONIEBOX 2
Control
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MARC Holdings
Call Number/Item
Bound-with
Basic title information
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Catalog key: 2470415
Record format: BRIEF
Number of volumes: 1
Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 7/24/2026

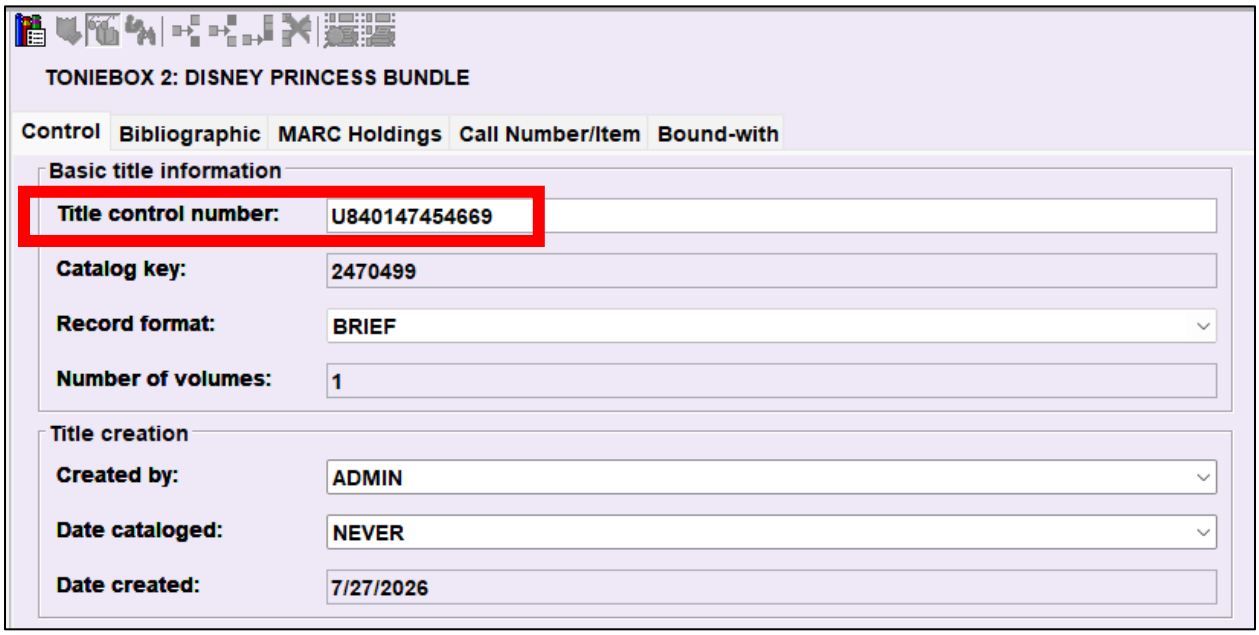
## Tonie Figurine



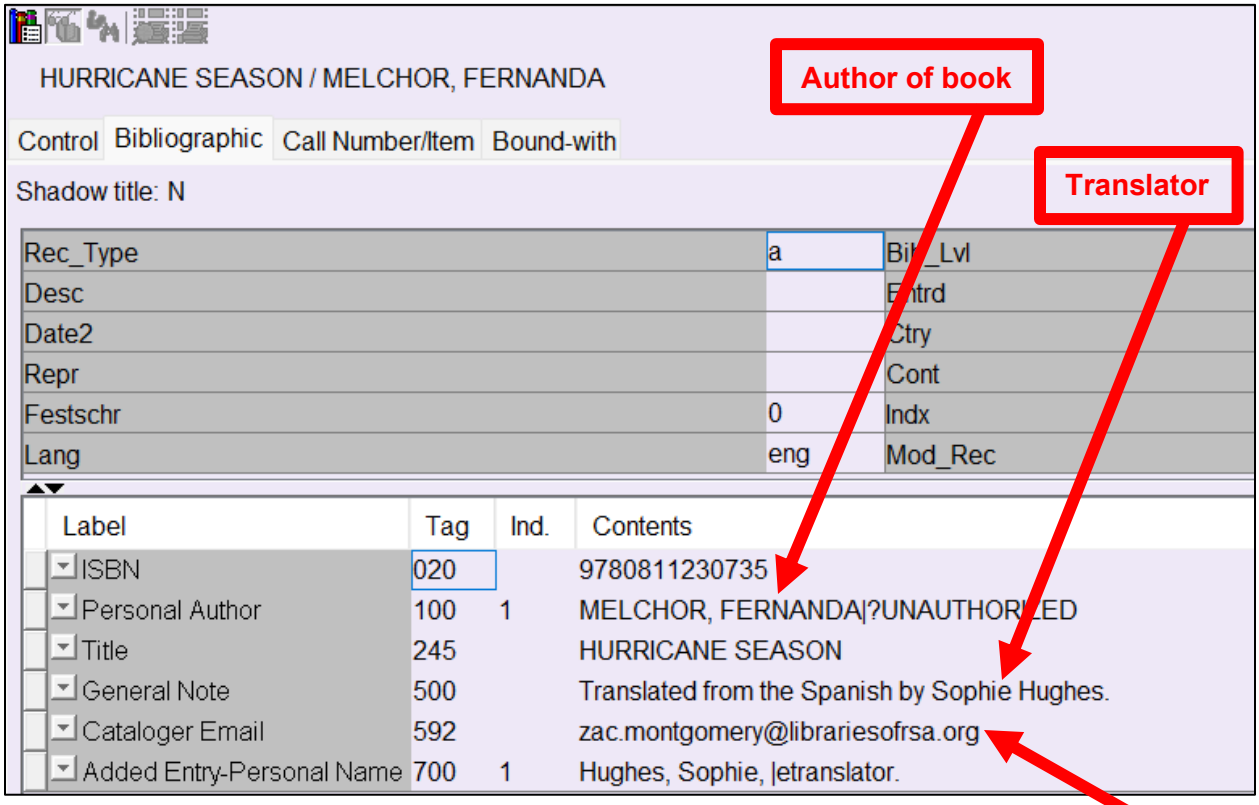



## Toniebox and Tonie Figurine Bundle



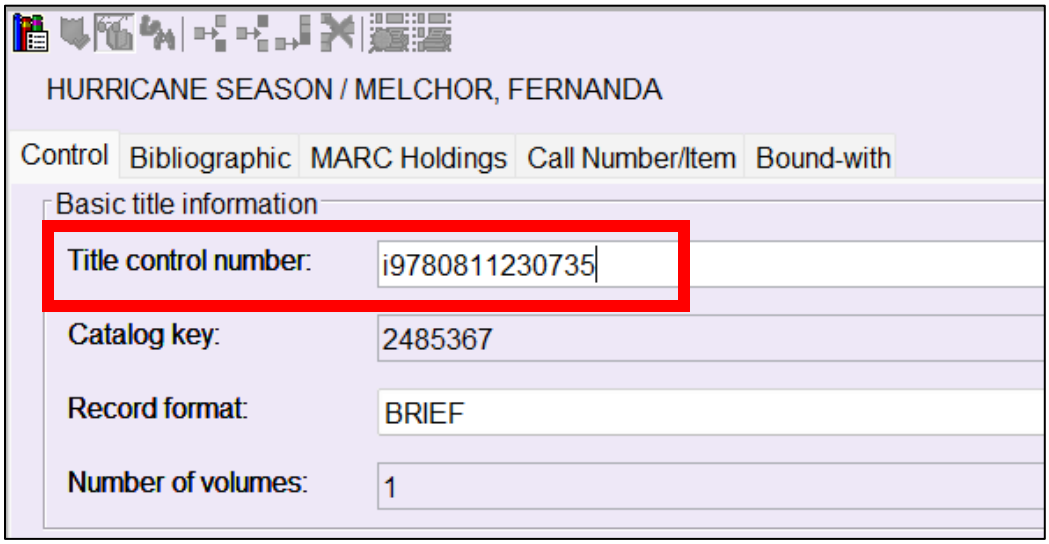



## Translated Book

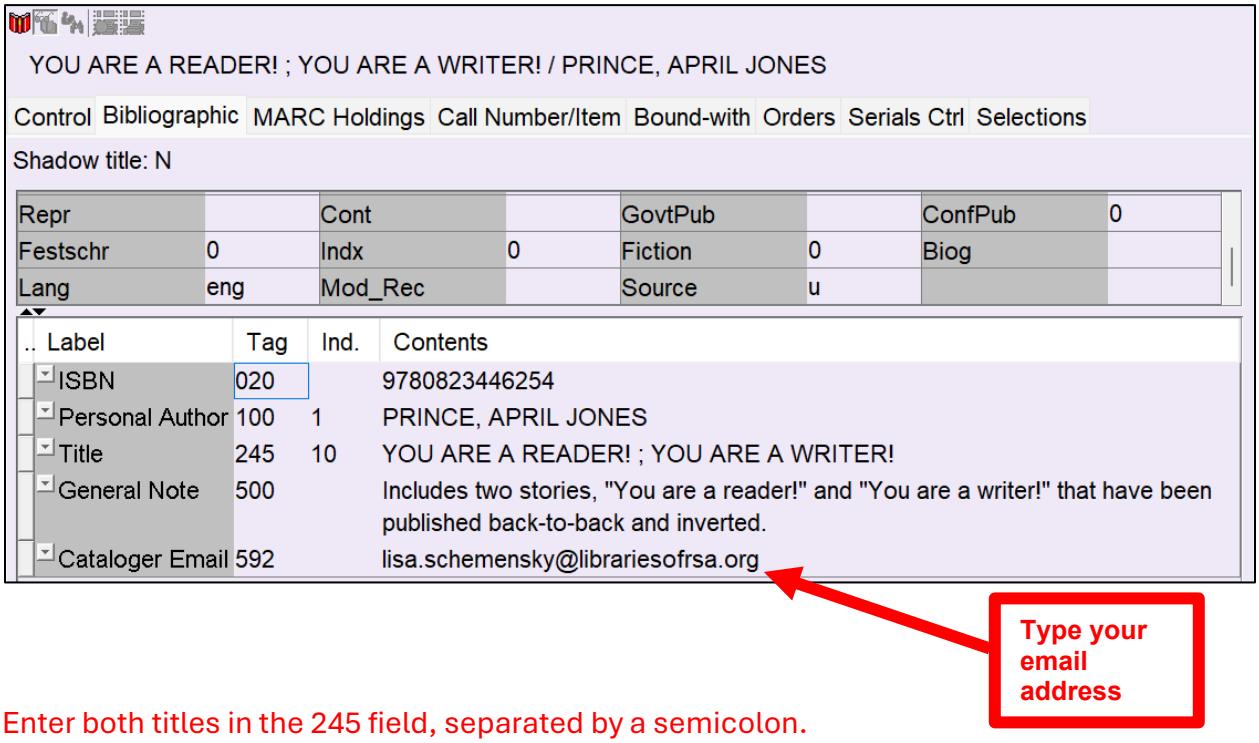



Enter the author of the book in the 100 field. Use the LAST NAME, FIRST NAME format in all caps. Use the 500 field to note the book is a translation and enter the translator's name. No need to use all caps.

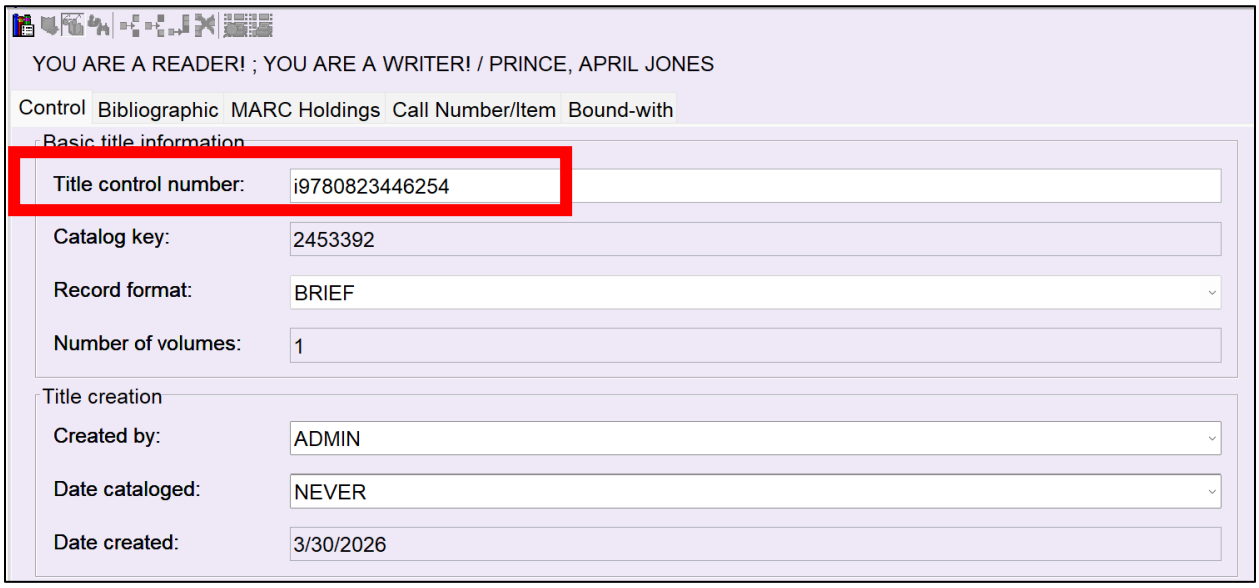
If you would like the translator's name to be searchable using the author index in WorkFlows and the RSAcat, reach out to help@librariesofrsa.org. Ask RSA to add a 700 field to the brief record with the translator's name.



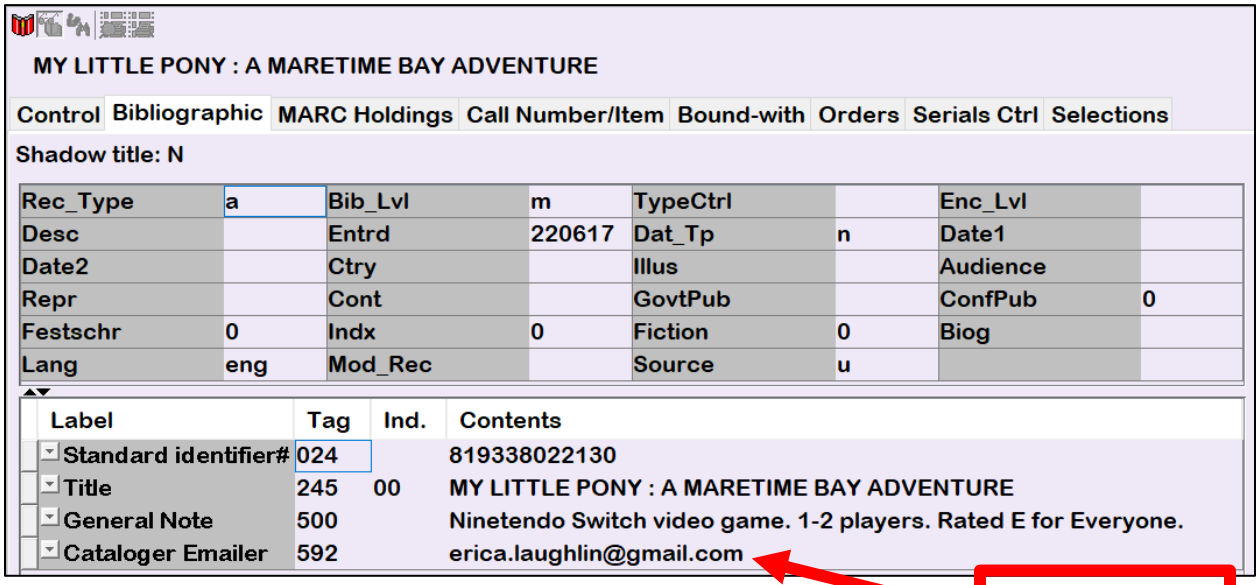
## Upside-Down, Reversible, or Tête-bêche Book




Enter both titles in the 245 field, separated by a semicolon.
Use the 500 note to indicate to patrons that the item includes two stories.



## Video Game


MY LITTLE PONY : A MARETIME BAY ADVENTURE
Control
Bibliographic
MARC Holdings
Call Number/Item
Bound-with
Orders
Serials Ctrl
Selections
Shadow title: N
Rec_Type a
Bib_Lvl m
TypeCtrl
Enc_Lvl
Desc
Entrd 220617
Dat_Tp n
Date1
Date2
Ctry
Illus
Audience
Repr
Cont
GovtPub
ConfPub 0
Festschr 0
Indx 0
Fiction 0
Biog
Lang eng
Mod_Rec
Source u
Label
Tag
Ind.
Contents
Standard identifier# 024 819338022130
Title 245 00 MY LITTLE PONY : A MARETIME BAY ADVENTURE
General Note 500 Ninetendo Switch video game. 1-2 players. Rated E for Everyone.
Cataloger Emailer 592 erica.laughlin@gmail.com
Type your email address


MY LITTLE PONY : A MARETIME BAY ADVENTURE
Control
Bibliographic
MARC Holdings
Call Number/Item
Basic title information
Title control number: U819338022130
Catalog key: 2250050
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Title creation
Created by: ADMIN
Date cataloged: NEVER
Date created: 6/17/2022