

Guidelines for Cataloging 3 R's in WorkFlows: Reserves, Rentals, and Rotating Collections

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Reserves

Items for use by students and/or faculty for academic coursework. Reserves should be shelved separately and may circulate differently than other library materials.

- *Required:* Use the home location code RESERVES when cataloging all reserve items.
- *Optional:* Use the item type RESERVE, RESERVE-L (for long loan reserves), or RESERVE-S (for short loan reserves). Contact JT at RSA to create circulation and hold rules before you begin using any of the reserve item types. You may not want to allow holds on reserve items.
- If the reserve item is permanent to your collection (i.e., not an ILL item), attach your item to an OCLC record. If no OCLC record is in WorkFlows, search OCLC Connexion for a record to import (if your library uses Connexion).
- If no record is available for the reserve item in WorkFlows or OCLC, enter it as a brief record in WorkFlows. Follow the brief record instructions posted on the RSA web page.
- If the reserve item is an ILL item and will not be available at your library after the semester(s) for which it is on reserve, enter the item as a brief record. Follow the ILL brief record instructions posted on the RSA web page.
- Multiple copies of the same title should all be attached to a single record. Do not enter separate brief records.
- When no longer on reserve, remove the brief records and change the reserve item type/home location codes assigned to permanent items. Wendy at RSA can provide you with a report of all your library's reserve items. Reports of reserve items can also be scheduled to be regularly sent to your email.

Rentals

Items leased from a vendor, available at your library for a specified amount of time.

- *Required:* Use the item type LEASE. Contact JT at RSA to create circulation and hold rules for LEASE before you start cataloging rental items. You may want to allow local holds only for rental items.
- *Optional:* Use the home location code RENTAL if these items will be shelved separately from other materials.
- Attach the rental item to an OCLC record whenever possible. If no OCLC record is in WorkFlows, search OCLC Connexion for a record to import (if your library uses Connexion).

- If no record is available for the rental item in WorkFlows or OCLC, enter it as a brief record in WorkFlows. Follow the brief record instructions posted on the RSA web page.
- Remove rental items when they are no longer available at your library. Wendy at RSA can provide you with a report of all your library's rental items. Reports of rental items can also be scheduled to be regularly sent to your email.

Rotating Collection

RSA libraries arrange an agreement to rotate their collections, such as large print books, with other libraries on a fixed timetable. Also called a cooperative collection or "co-op."

- Create a brief record for the co-op item. Follow the brief record instructions posted on the RSA web page.
- You will need to use an item type code your library is not currently using for its other materials if you do not want to allow holds on co-op items, or if you want to allow local holds only.
- Include "CO-OP" in the call number so these items may be identified in reports.
- Remove co-op items when they are no longer available at your library. Wendy at RSA can provide you with a report of all your library's co-op items. Reports of co-op items can also be scheduled to be regularly sent to your email.

Questions?

For circulation and hold rules, contact JT at jemert@alliancelibrarysystem.com or 309-694-9200 x2136.

For reports, contact Wendy at wadams-good@alliancelibrarysystem.com or 309-694-9200 x2129.

For cataloging, contact Erica at elaughlin@alliancelibrarysystem.com or 309-694-9200 x2121.