



This is a general help document for RCL and RCL: Career Resources (CR) subject editors. These instructions outline BIP and RCLAS functions and workflow, including:

- **Books In Print**..... 1-4
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- **Browse and Search**..... 10-11
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For additional assistance, contact the RCL Project Editor at [adoherty@ala-choice.org](mailto:adoherty@ala-choice.org).

### Books In Print

Titles that you would like to add to an RCL or CR subject must first be added to a list in Books In Print (<http://booksinprint.com>). BIP records provide the bibliographic backbone of *Resources for College Libraries* data.

Search BIP by ISBN, title, author, etc. to find the particular edition of a work. The search results page contains basic data. To view more detailed bibliographic data, like *Choice* reviews, click on the title.

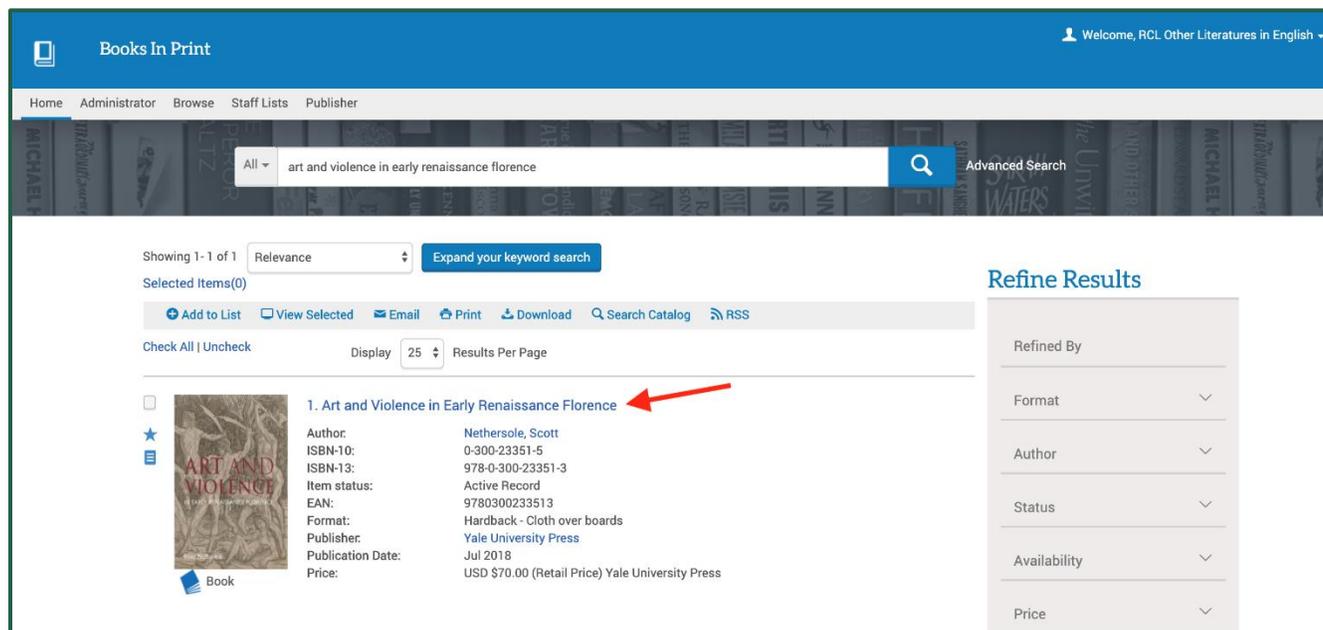


Fig. 1

★ **Good to Know** Use Advanced Search to perform a bulk search by ISBN or title-author.

See the full RCL selection policy at: [https://rclauthors.com/Help/docs/selection\\_policy.pdf](https://rclauthors.com/Help/docs/selection_policy.pdf)

Once you have located the preferred edition and format of a work, examine the record to confirm the bibliographic data is correct. Print books (first paperback, then hardback) should be selected over e-book versions, unless the e-book edition is preferable due to content and/or features.

If you note any errors in the bibliographic data, you can submit corrections directly to BIP via the Submit Corrections link in the item record (starred in Fig. 2 below) or notify the RCL Project Editor.

If you cannot find a record for a monograph in BIP, contact the RCL Project Editor with the bibliographic data.

The screenshot shows a book record page for "Art and Violence in Early Renaissance Florence" by Scott Nethersole. At the top, a navigation bar includes "Back to Results", "Add to List" (highlighted with a red box and arrow), "Email", "Print", "Download", "Search Catalog", and "Submit Corrections" (marked with a red star). The main content area is divided into sections: "Overview" (with sub-links for Summary, About The Author, Professional Reviews), "Summary" (text describing the study), and "Book Info" (metadata including Ship Date, Publisher, ISBNs, Price, etc.).

Fig. 2

Select **Add to List** from the top of the item record (see Fig. 2 above).

You can also add titles to a list from the search results page. Check the box near the cover, as shown in Fig. 3 below. You may search, select, and add multiple titles to a list at one time.

The screenshot shows a search results page. At the top, a navigation bar includes "Add to List" (highlighted with a red box and arrow), "View Selected", "Email", "Print", "Download", "Search Catalog", and "RSS". Below the navigation bar, there are controls for "Check All | Uncheck" and "Display 25 Results Per Page". The main content area shows a list of search results. The first result is "1. Art and Violence in Early Renaissance Florence" by Scott Nethersole. To the left of the book cover is a checked checkbox. The book details include Author, ISBNs, Item status, EAN, Format, Publisher, Publication Date, Price, and Quantity.

Fig. 3

Selecting **Add to List** from the item record or search results will generate a pop-up with the option to add to existing list or create new list.

Selecting **Add to Existing List** will generate all saved lists in the account. If you select **Create New List** you will need to enter a list name. Only password protect the list if you are working in a shared/institutional BIP account.

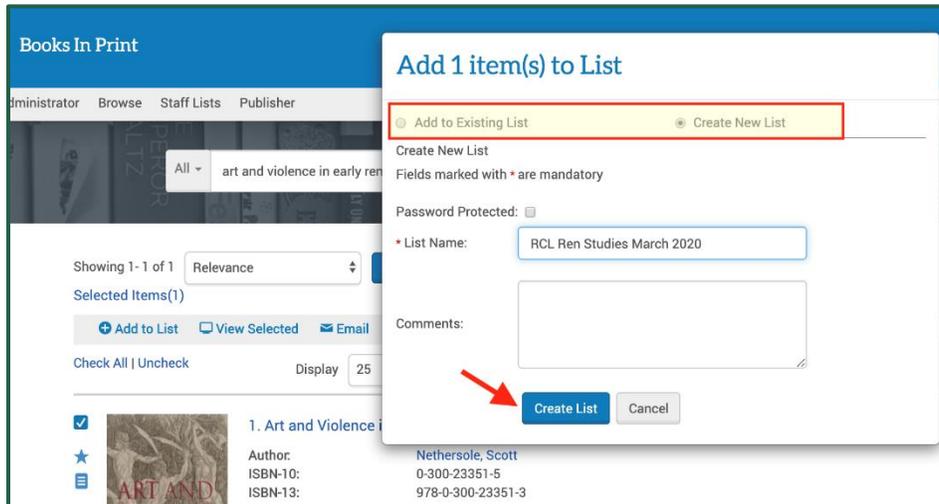


Fig. 4

★ **Good to Know** Create a new list for every new group of title additions since the last RCLAS import (e.g. RCL Ren Studies adds March 2020). Adding new editions? Create a separate BIP list with a unique name so that you can keep track for weeding purposes (e.g. RCL Ren Studies newed Feb2020).

Repeat this process with all selected titles. When you have added all your RCL titles to the BIP list, the next step is to download the list for import into the RCLAS database.

Select **Staff Lists** in the BIP navigation bar.

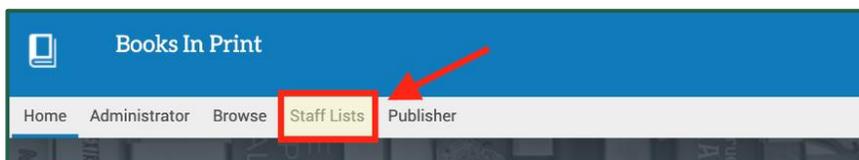


Fig. 5

If you want to review the list contents, click on the list name. You can review, modify, or copy the list contents. Download the list either from the main lists page (Fig. 6) or from the detailed list view by selecting all titles and clicking **Download** (Fig. 7).



Fig. 6

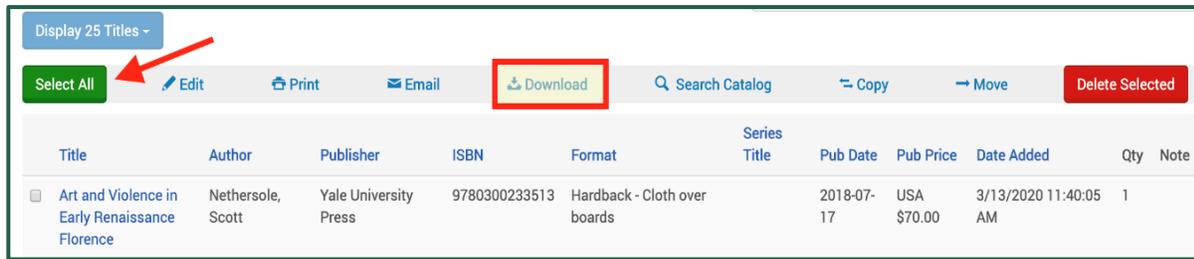


Fig. 7

A pop-up window will appear showing the download options. Select **RCL Download** from the drop-down menu as the format. You do not need to select any additional information.

Click on the **Download** button.

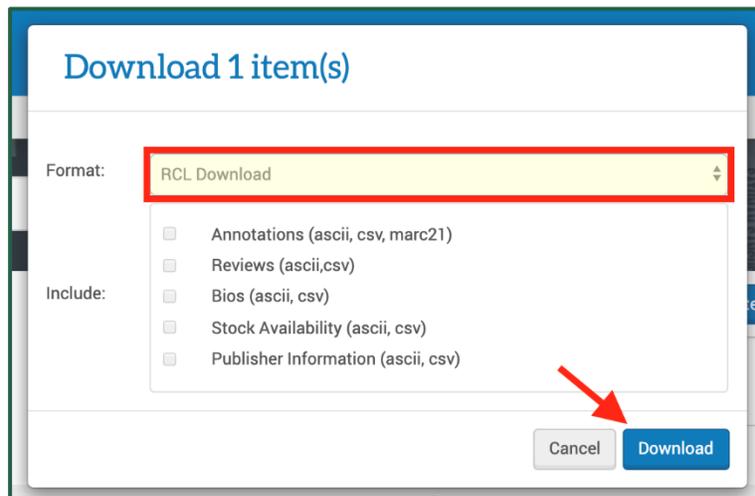


Fig. 8

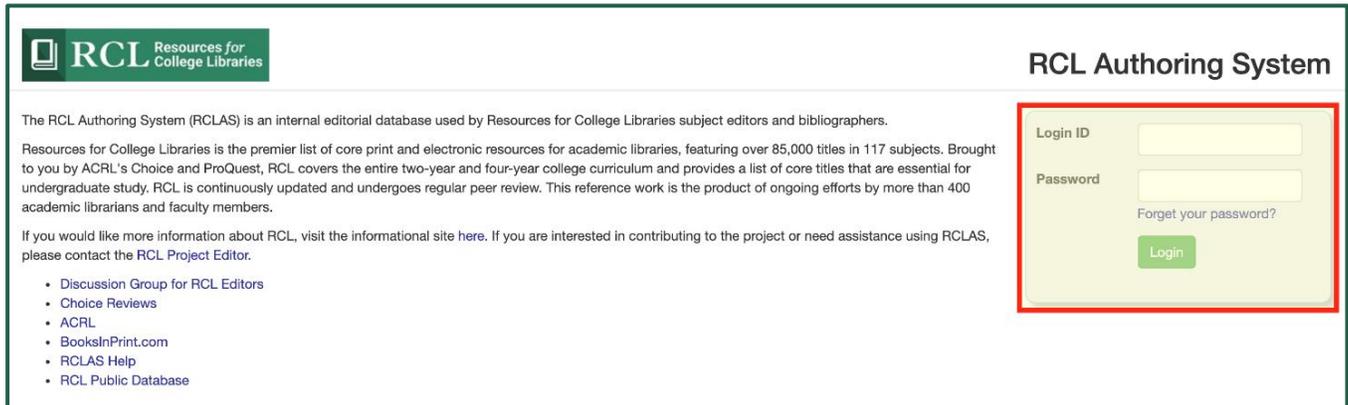
You will be prompted to either Open or Save the file. Select **Save File** to save the title list to your computer.

★ **Good to Know** RCLAS will not allow users to import a file that has already been opened. If your computer is set to automatically open files, you will need to change the download settings.

## Import Items

Once you have added titles and exported the list from BIP, you will next import the list to RCLAS where you can assign the specific RCL data—audience levels and subject headings—then approve the content to active for inclusion in the user database.

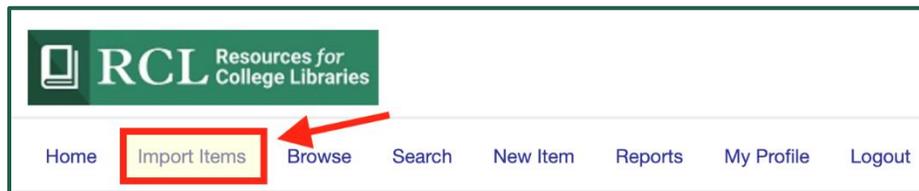
Go to RCLAS (<http://www.rclauthors.com>) and enter your login ID and password. If you have forgotten your password, select **Forget your password?** and a reminder will be sent via email.



The screenshot shows the RCL Authoring System login page. On the left, there is a logo for RCL Resources for College Libraries and a block of introductory text. On the right, there is a login form with fields for 'Login ID' and 'Password', a 'Login' button, and a 'Forget your password?' link. A red box highlights the login form area.

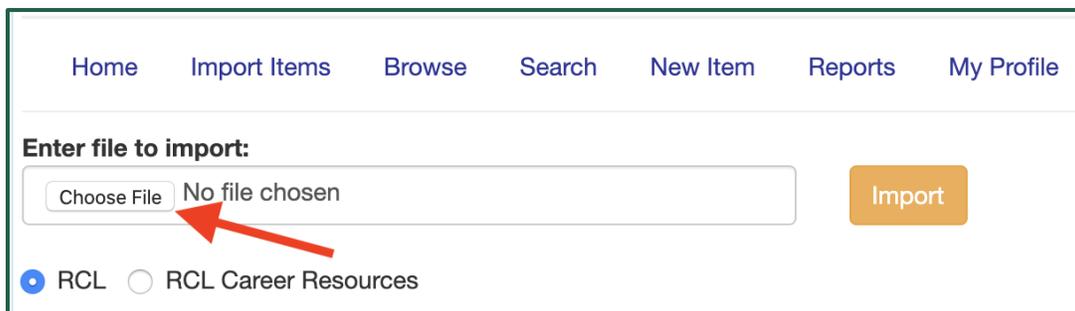
Fig. 9

Select **Import Items** in the navigation bar.



The screenshot shows the RCL navigation bar. The 'Import Items' link is highlighted with a red box and a red arrow pointing to it. Other navigation links include Home, Browse, Search, New Item, Reports, My Profile, and Logout.

Fig. 10



The screenshot shows the RCL file import interface. It features a navigation bar with 'Import Items' selected. Below the navigation bar, there is a section titled 'Enter file to import:' with a 'Choose File' button and a 'No file chosen' text. A red arrow points to the 'Choose File' button. To the right is an 'Import' button. At the bottom, there are two radio buttons: 'RCL' (selected) and 'RCL Career Resources'.

Fig. 11

At the next screen, select **Choose File** to add the downloaded BIP file.

★ **Good to Know** Throughout RCLAS, the RCL radio button is selected as the default. RCL Career Resources subject editors should select that button to load the appropriate subject taxonomies.

You should now see the BIP file listed in the import box. Select the **Import** button (Fig. 12).

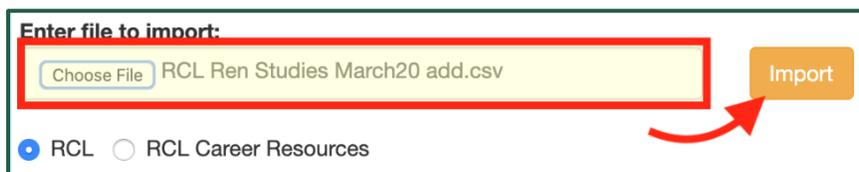


Fig. 12

On the next screen you will see the assigned subject area(s). Select the box next to the top-level subject heading and then select **Assign Subject**.

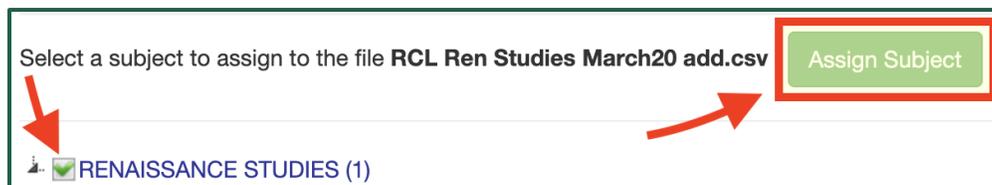
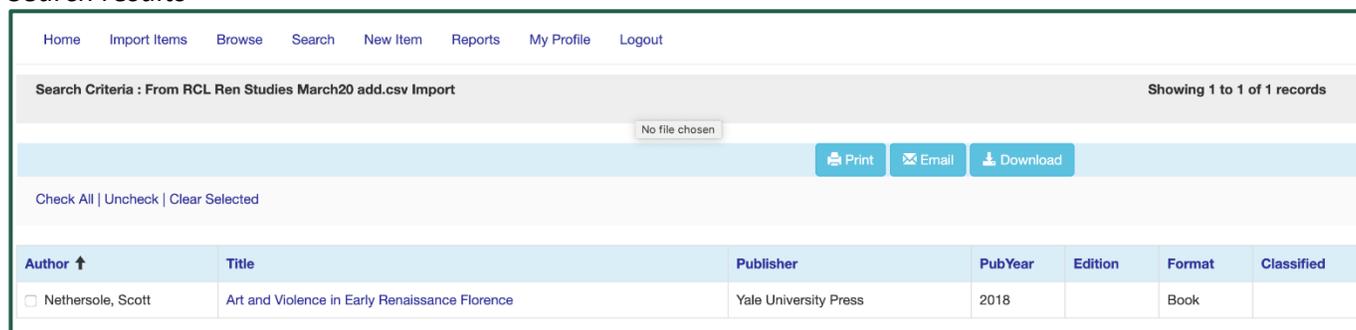


Fig. 13

While you may expand your subject area and assign the list contents to a subheading, it is best to first assign the list to the top-level subject heading and reassign titles to subheadings at the next step since most lists will contain titles for various different subheadings.

A pop-up message will confirm the file and ask if you want to continue. Click **OK** to proceed. The records you imported will appear in the RCLAS search results table (Fig. 14)

### Search results



Author ↑	Title	Publisher	PubYear	Edition	Format	Classified
<input type="checkbox"/> Nethersole, Scott	Art and Violence in Early Renaissance Florence	Yale University Press	2018		Book	

Fig. 14

List contents may be resorted by any of the column fields, in ascending or descending order, by clicking the labels across the list header, e.g. Author, Title, PubYear.

At top left you will see the search criteria. At top right, you will see a count of the number of records in the list. At left above the search results are options to check or uncheck titles. Buttons in the upper right allow you to print, email, or download selected records.

★ **Good to Know** Using Browse to search all active titles in a subject, then resorting the search results by Format is the best way to retrieve and view the web resources in RCLAS.

## Edit Records

Once you have imported the new titles into RCLAS, the next step is to edit the records to add the RCL audience level(s) and subject heading(s).

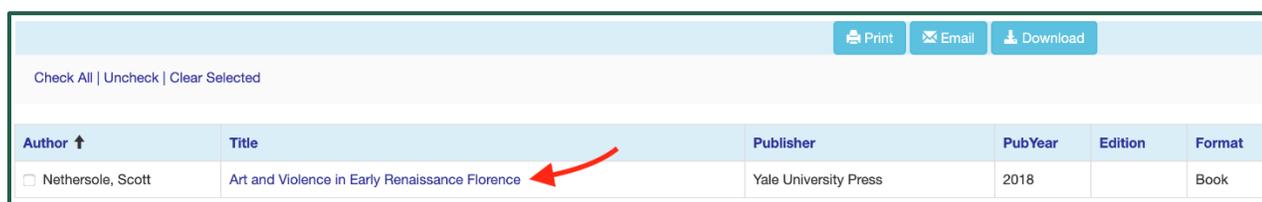
At this point, the added records are considered candidates. A *candidate* title is awaiting final subject editor approval and not live in the user database (rclweb.net). An *active* title has been approved by the subject editor and is live in the user database.

### How to assign audience levels and subject headings

Titles must meet two criteria before they appear in the RCL user database:

- 1) at least one audience level assigned, and 2) at least one *active* subject heading assigned.

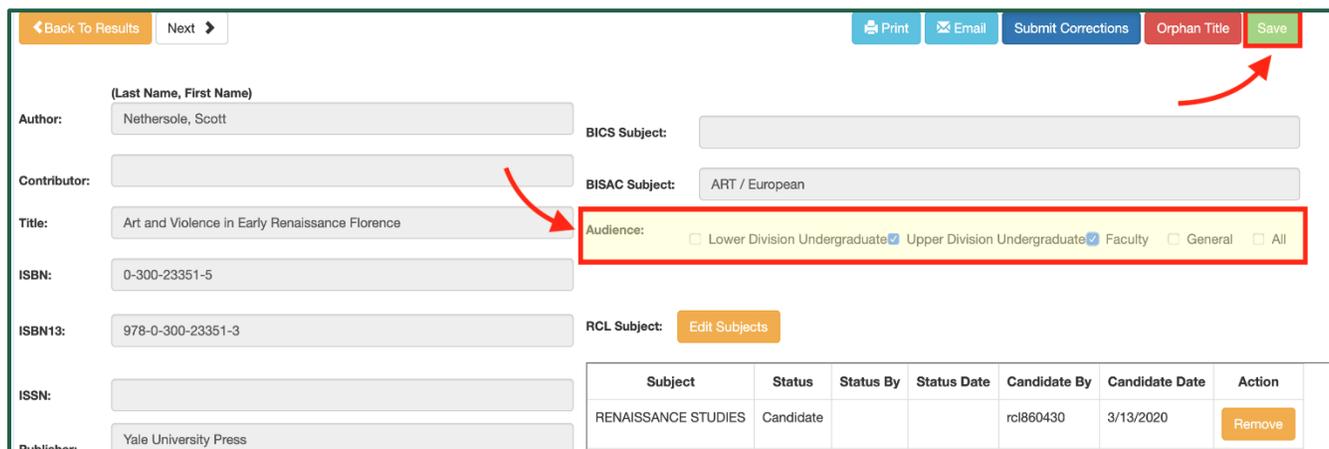
To view the individual item record from the search results screen, select the hyperlinked title.



Author ↑	Title	Publisher	PubYear	Edition	Format
<input type="checkbox"/> Nethersole, Scott	<a href="#">Art and Violence in Early Renaissance Florence</a>	Yale University Press	2018		Book

Fig. 15

First, to assign audience level(s), check the box next to the relevant audience(s) and then select the **Save** button.



Back To Results | Next > | Print | Email | Submit Corrections | Orphan Title | Save

Author: (Last Name, First Name) Nethersole, Scott

Contributor: [Empty]

Title: Art and Violence in Early Renaissance Florence

ISBN: 0-300-23351-5

ISBN13: 978-0-300-23351-3

ISSN: [Empty]

Publisher: Yale University Press

BICS Subject: [Empty]

BISAC Subject: ART / European

Audience:  Lower Division Undergraduate  Upper Division Undergraduate  Faculty  General  All

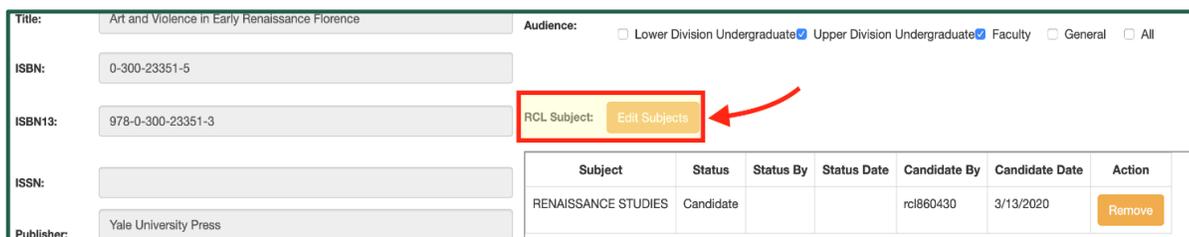
RCL Subject: Edit Subjects

Subject	Status	Status By	Status Date	Candidate By	Candidate Date	Action
RENAISSANCE STUDIES	Candidate			rcl860430	3/13/2020	Remove

Fig. 16

If you would like to assign a title to all audiences—lower division undergraduate, upper division undergraduate, faculty, and general (appropriate for the non-major student or public)— select the box next to **All** to auto-check or uncheck all audience levels.

Next, select the **Edit Subjects** button.



Title: Art and Violence in Early Renaissance Florence

ISBN: 0-300-23351-5

ISBN13: 978-0-300-23351-3

ISSN: [Empty]

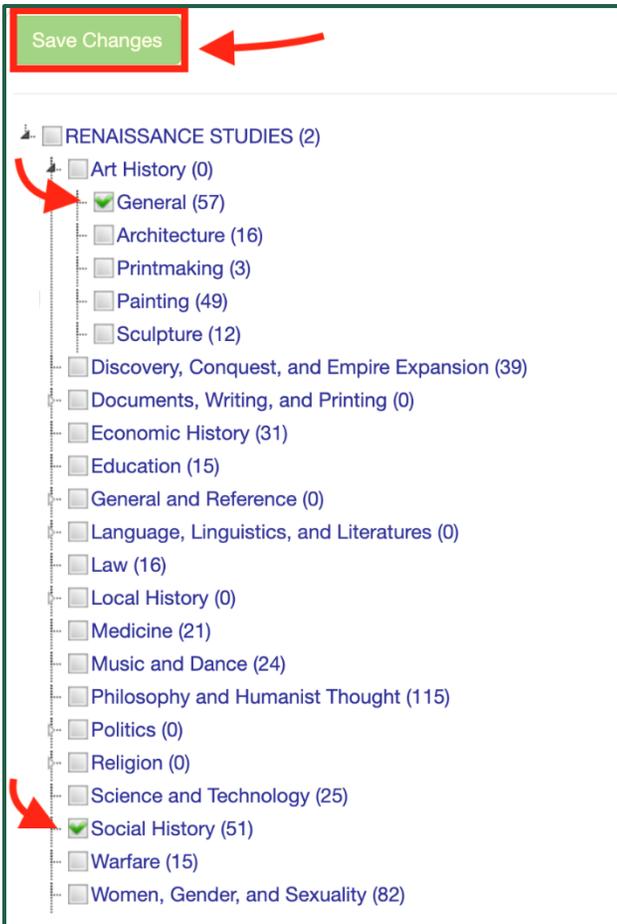
Publisher: Yale University Press

Audience:  Lower Division Undergraduate  Upper Division Undergraduate  Faculty  General  All

RCL Subject: Edit Subjects

Subject	Status	Status By	Status Date	Candidate By	Candidate Date	Action
RENAISSANCE STUDIES	Candidate			rcl860430	3/13/2020	Remove

Fig. 17



This will open a pop-up screen with the subject taxonomy.

Click on the arrows to expand the taxonomy and select the box next to the most relevant, granular subheading(s).

During the import process, you assigned titles to the top-level heading *temporarily*. Uncheck the box next to the top-level heading here to remove it.

Select **Save Changes** at top to return to the item record.

★ **Good to Know** You may assign more than one heading to a single title. However, do not assign a title to 3+ headings within a single subject.

★ **Good to Know** Do not assign a title to a top-level heading or 'parent' heading with 'children' subheadings (e.g. in the example at left, the title is assigned to the General subheading, not to the Art History parent heading). This is to aid discovery in the user database via Browse.

Fig. 18

Back in the item record, you should now see both the assigned audience level(s) and subheading(s) saved.

If you did not remove the top-level heading on the subject taxonomy screen, you should do so now to ensure that no titles are assigned to the top-level node. To remove a subject heading from the item record, click on the **Remove** button. A pop-up message will ask you to confirm. Click **OK**.

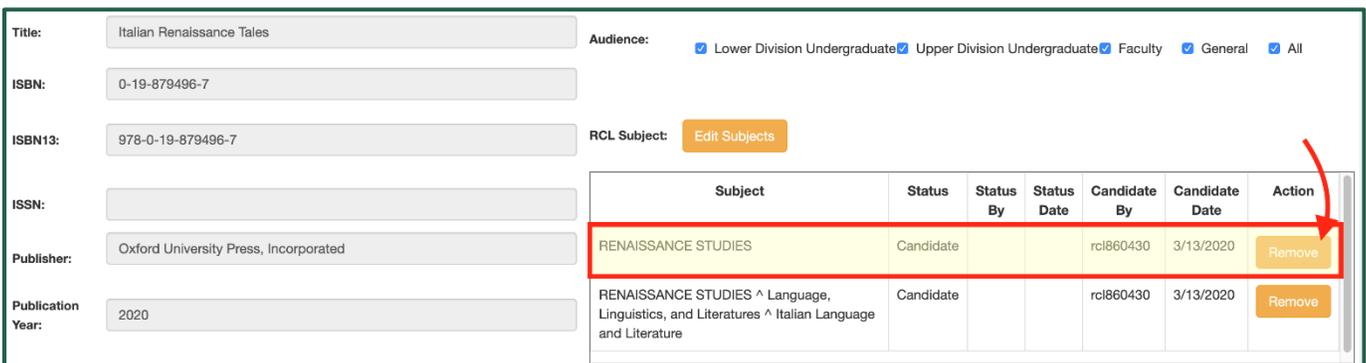


Fig. 19

Select the **Next** and/or **Previous** buttons to view additional item records or **Back to Results** to return to the search results. Repeat steps to assign audiences and subject headings to all imported candidate titles.

Fig. 20

### How to weed titles

To weed (or orphan) a title from RCL, an editor must remove all assigned audiences and subheadings.

Editors can manually orphan a title by deselecting all audiences and removing all headings. You can also click on the **Orphan Title** button in the top right to automatically remove all audiences and headings. Orphaned records are weeded from the public interface but remain in RCLAS.

★ **Good to Know** If a title has other RCL subjects assigned to it, do not remove the audience levels, as these are shared at the title-level. Remove only your subject heading so that it remains active in other RCL subject(s).

Subject	Status	Status By	Status Date	Candidate By	Candidate Date	Action
RENAISSANCE STUDIES ^ Language, Linguistics, and Literatures ^ Italian Language and Literature	Active	rcl	10/23/2012			Remove

Fig. 21

### How to submit corrections

You can select the **Submit Corrections** button in the RCLAS item record to send bibliographic data corrections to BIP. However, it is best to submit corrections in BIP as outlined on p.2 before RCLAS import. Note that only limited title data is imported to RCLAS from BIP and while any corrections will be made in BIP and the RCL user interface, RCLAS bibliographic data is not updated or synced after import.

Fig. 22

## Browse and Search

There are two ways to retrieve records within RCLAS: Browse and Search. Use **Browse** when you want to find titles by subject heading or view the taxonomic relationships. Use **Search** if you are looking for a specific title.

### Browse

Select **Browse** in the navigation bar.

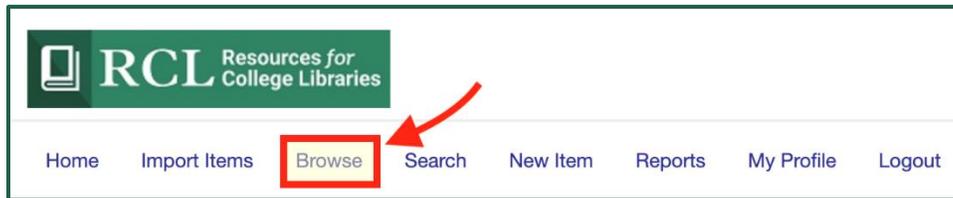


Fig. 23

Expand and contract the taxonomy by clicking the arrows next to the headings.

To view the contents within subjects, check the box next to heading(s). Select **Show All Matches** to view the titles assigned to the heading and all its subheadings. Select **Show Node Matches** to retrieve only the titles assigned to a specific heading. Both active and candidate statuses are selected by default. If you would like to find candidate titles only, such as newly imported titles, uncheck the active status.

For example, in the image below, clicking on **Show All** will retrieve the 81 titles assigned across all subheadings for the selected "Agriculture > Animal Science" heading.

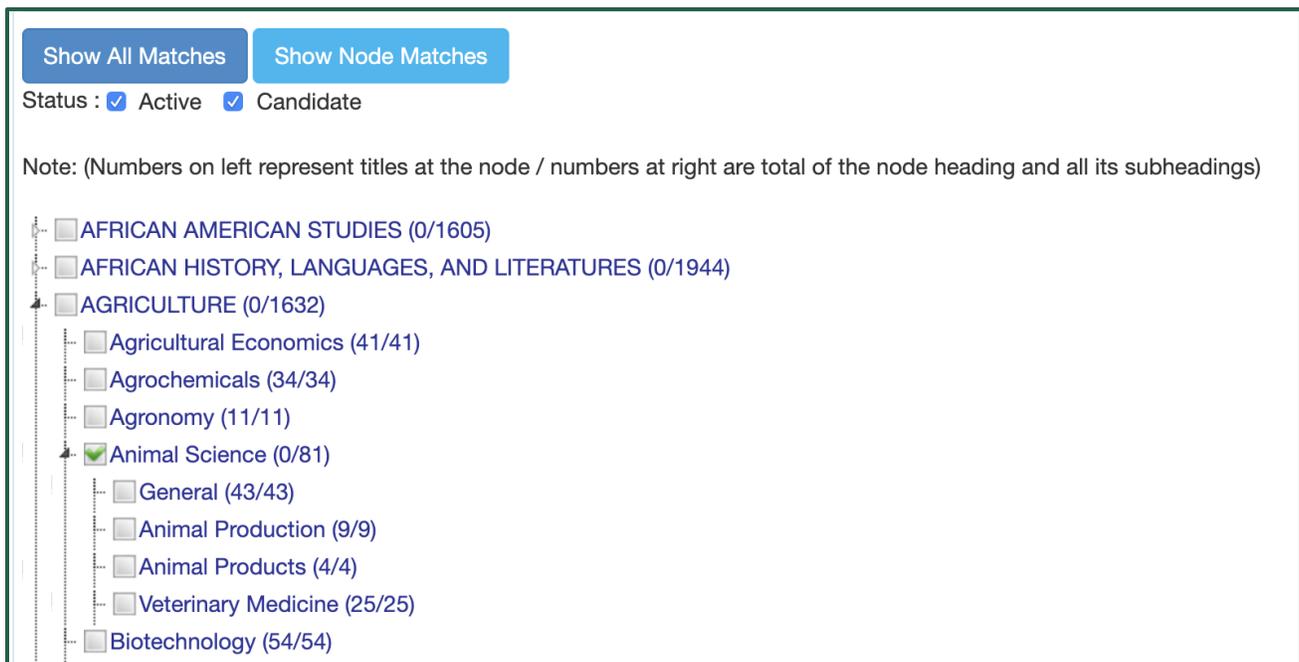


Fig. 24

## Search

Select **Search** in the navigation bar.



Fig. 25

Search by: keyword, author, title, ISBN, ISBN13, publisher, series title, RCL Subject, all subjects, and RCL ID. Search fields are joined by a Boolean AND.

Filter your search by print status (at time of import); audience level; publication year; LC class range; and additional subject limiters.

The image shows the search criteria and filters interface. On the left, under 'Search Criteria', there are dropdown menus for 'Search On' (Keyword, Author/Contributor, Title, ISBN, RCL ID) and a 'Search For' text input field containing 'Women and Gender in Early I'. Below this is the 'Search Filters' section with several groups of checkboxes: 'Status' (In Print, Out of Print, Forthcoming), 'Audience' (Lower, Upper, Faculty, General), 'Publication Year (YYYY)' (with 'to' fields), 'LC Classification Range' (with 'to' fields), 'Subject Limiter' (RCL, RCL Career Resources), 'Subject Status Limiter' (Active, Candidate), and 'Subject Type' (Fiction, Non-Fiction). At the bottom left, there are 'Search' and 'Reset' buttons, with a red arrow pointing to the 'Search' button.

Fig. 26

★ **Good to Know** If you have trouble finding an item you know to be in RCLAS, try different search criteria, as the database can be exacting in searching for matching items.

- Searching by RCL Subject will search by subject keyword not the exact subject, e.g. if you enter Gender Studies, it will retrieve titles assigned to *any* RCL subject that contains the term gender. If you want to find titles by subject heading, use **Browse**.
- When searching by LC range, you must "overshoot" the end range to achieve complete coverage.

## New Item

Editors should manually create a new bibliographic record in RCLAS for select cases: web sites or other electronic media (e.g., software, data sets). Do not add manual records for monographs without first checking BIP and consulting with the Project Editor.

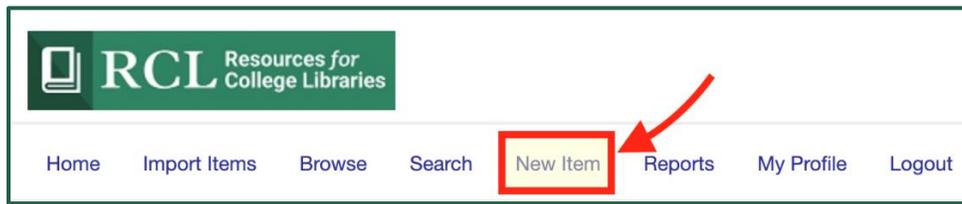


Fig. 27

Select **New Item** in the navigation bar to generate a blank RCLAS item record (Fig. 27-8).

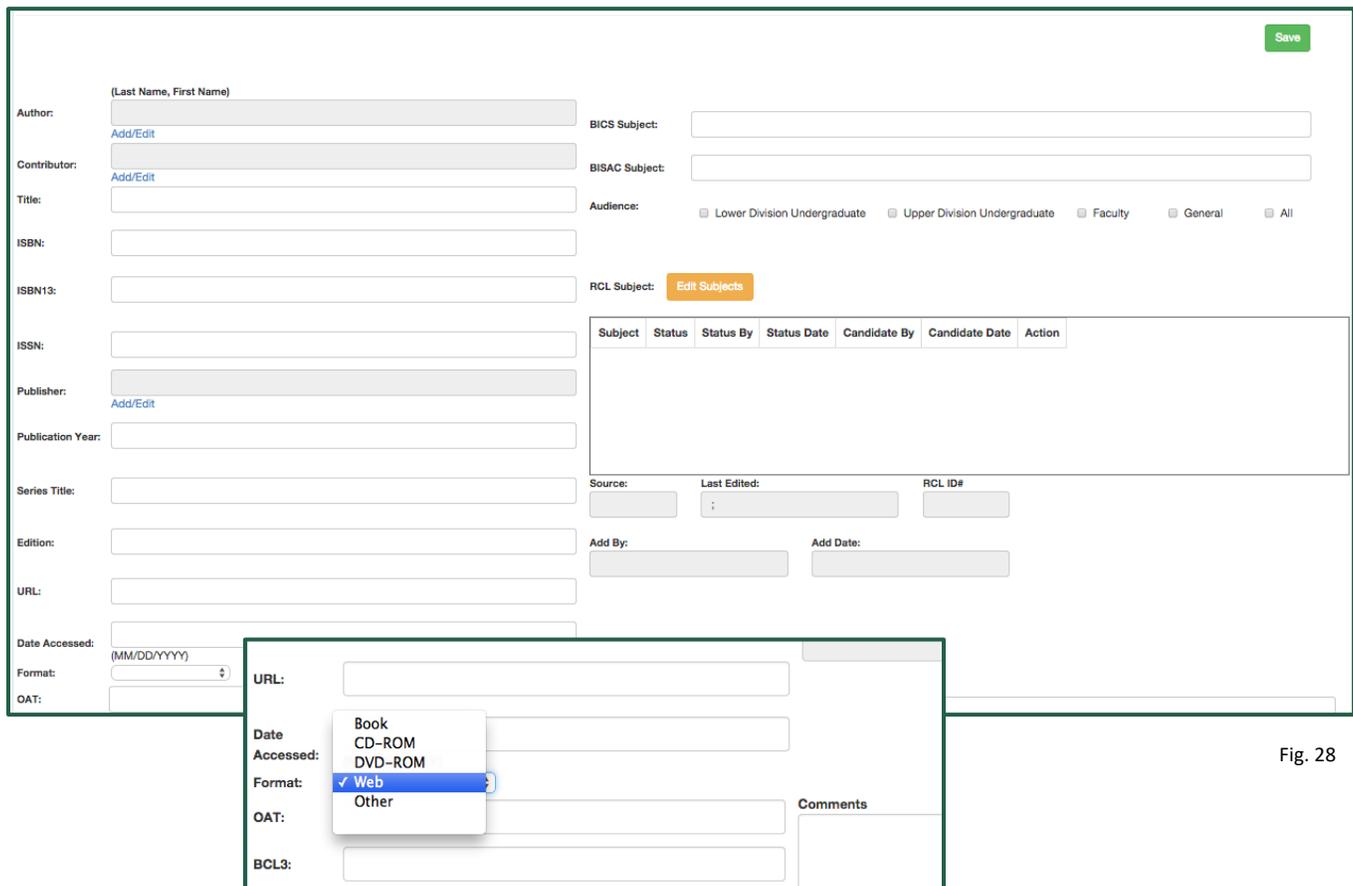
A screenshot of the RCLAS 'New Item' form. The form contains various input fields for author, contributor, title, ISBN, ISSN, publisher, and URL. It also includes subject fields (BICS, BISAC, RCL) and an audience selection area. A table with columns for Subject, Status, Status By, Status Date, Candidate By, Candidate Date, and Action is present. A 'Save' button is in the top right. A dropdown menu is open over the 'Format' field, showing options: Book, CD-ROM, DVD-ROM, Web (selected), and Other. The 'Date Accessed' field has a help icon. The 'Comments' field is at the bottom right.

Fig. 28

First, select the **Format** for the item from the dropdown menu on the left side. Depending on the format you select, some of the fields are required, while others may not be modified.

★ **Good to Know** For adding or editing web resources, see the detailed web resource guidelines at: [https://rclauthors.com/Help/docs/RCL\\_web\\_resource\\_guidelines.pdf](https://rclauthors.com/Help/docs/RCL_web_resource_guidelines.pdf)

Enter as much bibliographic information as you have available. Remember, for manual records all that you enter in the RCLAS record is all that the RCL user sees.

To edit author, contributor, or publisher data, click on the blue **Add/Edit** link in the record, which will generate a pop-up where you can add detailed bibliographic information. For contributors, you may select a specific function (e.g. editor, translator) from the drop down menu.

Use the **Add Row** button to enter multiple authors or contributors. Once you have entered all appropriate bibliographic data, click on **Accept** to add the information to the item record. Use the delete box to remove data.

The screenshot shows a web form for entering bibliographic data. A modal window titled "Publisher(S):" is open over the "Publisher:" field. The modal contains a table with the following structure:

Name	Country	City	State/Province	Delete
Gale Cengage				<input type="checkbox"/>

Buttons for "Accept", "Cancel", and "Add Row" are visible within the modal. The background form includes fields for Author, Contributor, Title, ISBN, ISBN13, ISSN, Publisher, Publication Year, and Series Title, along with "Add/Edit" links and a "Save" button.

Fig. 29

All other information can be edited directly in the item record data fields. After adding the bibliographic data, click on the **Save** button, then assign audiences and subheadings.

★ **Good to Know** Comments appear live to RCL users in the RCL database item record; they are not intended for internal editorial notes. For web resources and other manual item records, adding a short annotation (2-4 sentences) in the comments field is important. Please follow the structure for descriptive comments as outlined in the web resource guidelines, including resource type and access type metadata terms.

## Reports

As a final step in adding new content to RCL, subject editors must run the Subject Editor Approval Report to approve candidate titles to active. Titles approved in RCLAS typically appear in the user database within 1-2 days.

Select **Reports** in the navigation bar.

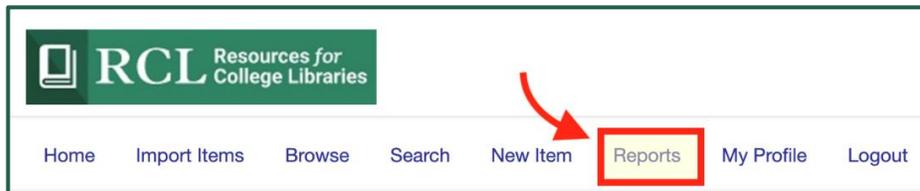


Fig. 30

Select the **Subject Editor Approval Report** on the following page. Next, select the radio button next to your subject area, and select **Run Report**.

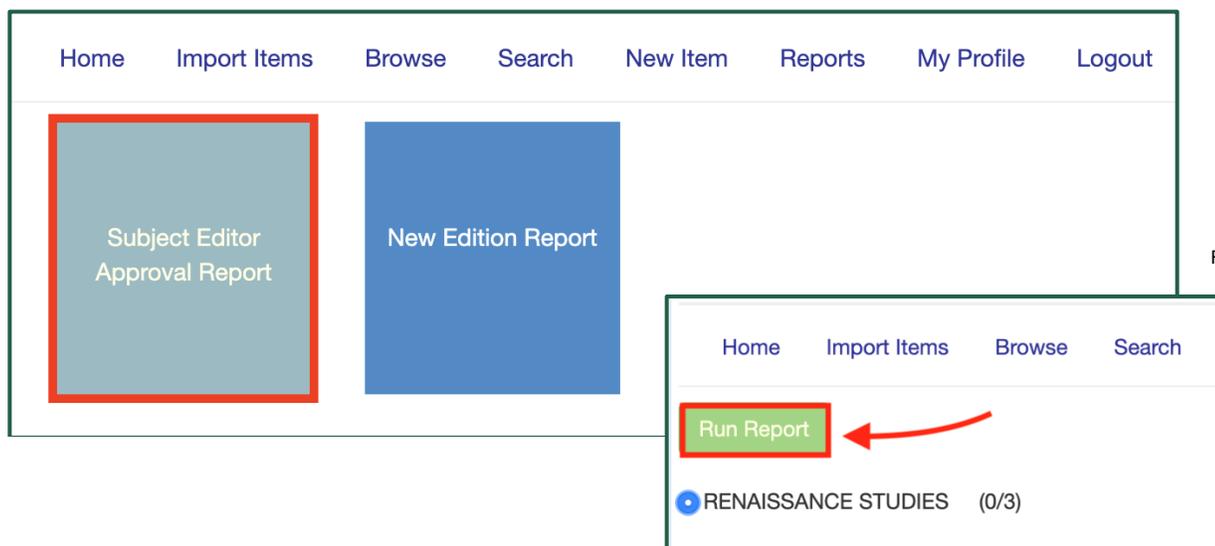


Fig. 31

Running this report generates a list of all candidates in the subject area to accept/approve in the next step.

The number on the right indicates the number of total candidate headings. The number on the left next to the heading should always be 0, since editors should not approve titles as active at the top-level heading.

★ **Good to Know** The Project Editor runs, filters, and distributes an updated new edition report for each subject two times per year (typically mid-December and early May). Should you need a new edition report at another time you can run it in RCLAS or request one from the Project Editor.

All the candidates display as search results. You may use the **Check All** link to auto-select all titles on the list or individually check the boxes next to author/titles.

Once you have reviewed the list and selected the titles for approval, click on **Accept Selected Items** to approve the assigned headings and make them active in the RCLAS database.

Author ↑	Title	Publisher	PubYear	Edition	Format	Classified
<input checked="" type="checkbox"/> Nethersole, Scott	Art and Violence in Early Renaissance Florence	Yale University Press	2018		Book	Y
<input checked="" type="checkbox"/> Nethersole, Scott	Art and Violence in Early Renaissance Florence	Yale University Press	2018		Book	Y
<input checked="" type="checkbox"/> Oxford Editorial Staff	Italian Renaissance Tales	Oxford University Press, Incorporated	2020		Book	Y

Fig. 32

The Classified column at far right should display a 'Y' indicating saved audience levels. If you have unclassified titles in the subject, they will not appear in the subject editor approval report.

★ **Good to Know** Titles assigned to more than one subject heading will appear more than once in the list. Essentially, here you are approving each *heading* assigned to a title, not the individual title. This allows RCLAS to retain records with an active heading in one RCL subject and a candidate heading in another.

Home Import Items Browse Search New Item Reports My Profile Logout

**Status : Item/Items successfully updated.**

\*\*\* No items available in candidate status. Click [here](#) to go back\*\*\*

Fig. 33

Upon approving selected items, you will see the message: **Status: Item/Items successfully updated.** If you do not select and approve items, they will retain a candidate status until approved or orphaned.

**Congratulations!** You've successfully imported, assigned audiences and headings, and approved the RCL titles.

## My Profile

From the **My Profile** page you can view your account details, including contact information, account type and assigned subjects, and importantly, change your password and security question.

Select **My Profile** in the navigation bar.

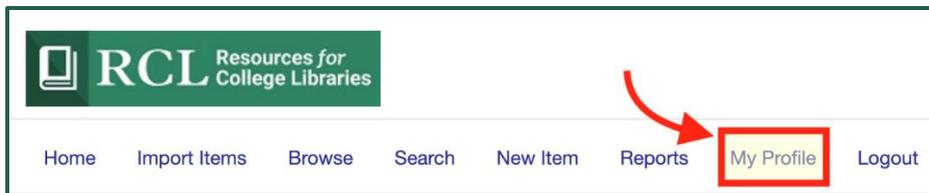


Fig. 34

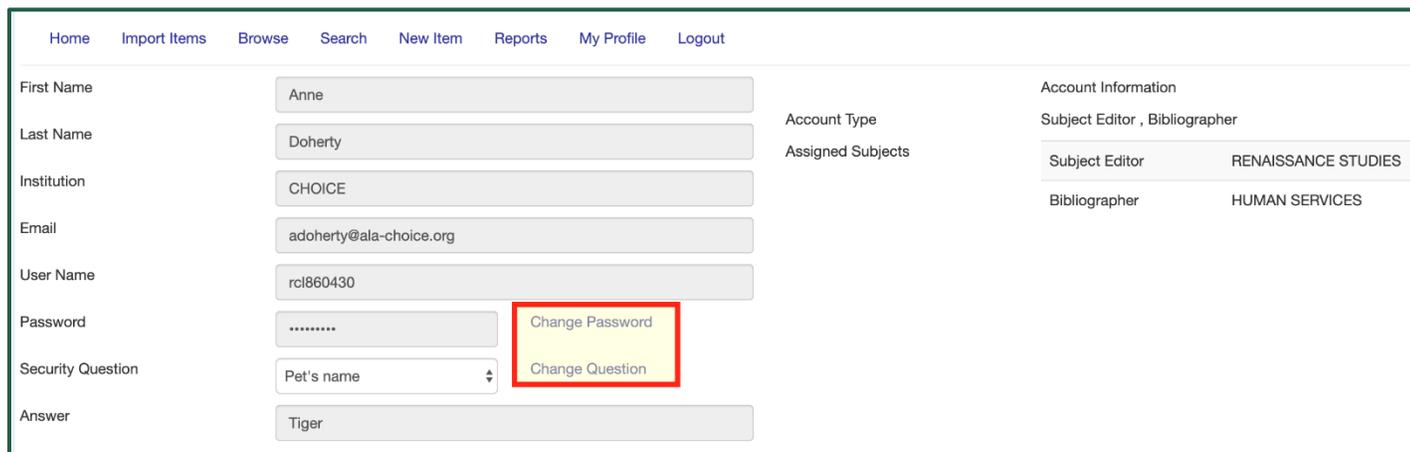
A screenshot of the 'My Profile' page. At the top is a navigation bar with links: Home, Import Items, Browse, Search, New Item, Reports, My Profile, and Logout. Below the navigation bar, the page is divided into two main sections. The left section contains a form with the following fields: First Name (Anne), Last Name (Doherty), Institution (CHOICE), Email (adoherty@ala-choice.org), User Name (rcl860430), Password (masked with dots), Security Question (Pet's name), and Answer (Tiger). To the right of the form are two buttons: 'Change Password' and 'Change Question', both highlighted with red rectangular boxes. The right section of the page displays account information: Account Type (Subject Editor, Bibliographer), Assigned Subjects (Subject Editor: RENAISSANCE STUDIES, Bibliographer: HUMAN SERVICES).

Fig. 35

The admin cannot reset or retrieve a user password. If you need other account information edited, contact the RCL Project Editor.

★ **Thank you for your work.** If you have additional questions or concerns, contact the [RCL Project Editor](#).