

Conversion Guidelines for Member Libraries

All items must be sent to Marigold HQ for cataloguing, except mass-market paperbacks and serials (magazines). Training on adding item records is required before library staff can add mass-market paperbacks and serials in Polaris at the library. Incorrect additions can have a direct impact on patron holds and cause additional issues with Polaris.

For a refresher on adding item records or new staff training, please contact Marigold's Bibliographic Services Manager.

Before sending conversion to Marigold, member libraries:

- remove packaging from audiovisual (AV) materials
- remove any stickers, including pricing or promotions. Award stickers may be left on
- stamp books and AV with the library's name – for AV, write the library name on the disc face with permanent ink
- enclose dated conversion slips for each item

Marigold accepts the following for conversion:

Books

- Paperbacks (mass market) – 3 years or newer
- Hardcover fiction and trade paperback/softcover fiction – 5 years or newer
- Children's books – 5 years or newer
- Replacement copies (please identify these as such). Please note that if there is a newer edition, the older edition will not be accepted (i.e. medical or tax books).
- Local histories or books with local interest/importance
- Computer-related topics – 2 years or newer
- Government, science, medical, law - 3 years or newer
- History and literature – 5 years or newer
- Annual travel guides or annual publications (e.g. Guinness Book of World Records) – current year
- Cookbooks – 10 years or newer
- Other non-fiction topics (including Biographies and Memoirs) – 5 – 10 years or newer

Audiovisual

Jackets, inserts and cases must be in mint condition and must not have stickers or labels from video stores or other organizations. Stickers and labels must be removed or covered.

Marigold does not accept combo packs that have been split up, and we do not split up new DVD/BluRay combo packs. We encourage libraries to avoid purchasing combo packs unless it is the only option available.

Marigold does not split TV series seasons into separate packages. We encourage libraries to avoid purchasing multiple season TV series unless it is the only option available.

- DVDs and Blu-Rays
- Audiobooks (CDs or MP3 CDs)
- Music CDs

*When reviewing AV materials sent in for conversion, dates are less important than the condition of the disc, case and artwork. **Fullscreen only items will no longer be accepted for conversion. The only exceptions are remastered or anniversary editions of classic television programs and movies, which are only available in fullscreen.**

Marigold does not catalogue illegal material and will destroy bootleg copies. Indicators of bootleg copies are: artwork may be poor quality or photocopied, the cover is not the same as the studio release cover, hub stickers are peeling or poor quality, it has the wrong region code (region 1 for Canada and US), or other languages (e.g. Chinese) will be on the cover.

Video Games:

Marigold catalogues PS4, XboxOne, WiiU, Nintendo Switch, and Nintendo 3DS. Marigold does not provide spare (empty) cases for display.

Marigold will not accept the following:

Damaged items (stained, broken spines, yellowed, torn pages, warped, missing dust jackets)

- These guidelines also apply to local histories or books with local interest/importance

Old series

Sound cassettes

Videocassettes

Abridged versions of audiobooks

CD-ROMs

Wii, Xbox360, Nintendo DS, PS1, PS2 or PS3 games.

*****THE ABOVE WILL BE DISCARDED WITHOUT NOTICE**

RUSH items

Please include an explanation for the rush and any deadlines. (i.e. for XXXX program; need by XXXX/date)

DONATIONS, DUPLICATES, and items for REASSIGNMENT

Please use the above guidelines to ensure items are in mint condition when sending items in for reassignment to another Marigold library, such as donations or duplicates. When sending materials in for reassignment, please change the status of the item in Polaris to "Unavailable." Please do not withdraw the item or mark the barcode.

The above guidelines will expedite the return of items to member libraries. Your cooperation and assistance are greatly appreciated!