



Conversion Guidelines for Member Libraries

All items must be sent to Marigold HQ for cataloguing, except mass-market paperbacks and magazines (also known as serials) that already have a bibliographic record in Polaris with a matching ISBN or ISSN. Training on adding item records is required before library staff can add mass-market paperbacks and magazines themselves. Incorrect additions can have a direct impact on patron holds and cause additional issues with Polaris.

For a refresher on adding item records or for new staff training, please contact Marigold's Collection Services Consultant.

Before sending conversion items to Marigold, member libraries should:

- Remove packaging from audiovisual (AV) materials
- Remove any stickers, including pricing or promotions (award stickers may be left on)
- Enclose dated conversion slips for each item
- Stamp or label books and AV with the library's name; for AV, please place Marigold-provided library name labels on each disc (do not use permanent ink)

Note: Marigold is unable to reassign items that are labeled with stamps or permanent ink as belonging to a particular library. Library name labels can be covered.

Additional conversion flags and library name labels may be requested using the [supplies request form](#) on Marigold's website.

Marigold accepts the following for conversion:

Books

- Mass-market paperbacks – 3 years or newer
- Adult and young adult hardcover fiction and trade paperback/softcover fiction – 5 years or newer
- Children's books – 5 years or newer
- Technology – 2 years or newer
- Government, science, medical, law – 3 years or newer
- Classics – new editions only
- Local histories or books with local interest/importance in good condition
- Annual travel guides or other annual publications (e.g., Guinness Book of World Records) – current year only
- Cookbooks – 10 years or newer
- Other non-fiction topics, including biographies and memoirs – 5-10 years or newer
- Replacement copies (please identify these as such; if there is a newer edition, older editions will not be accepted)

Audiovisual

Marigold accepts the following AV items for conversion:

- DVDs and Blu-Rays
- Unabridged audiobooks (CDs or MP3 CDs)
- Music CDs
- Videogames (see list of acceptable videogames below)

When reviewing AV materials sent in for conversion, dates are less important than the condition of the disc, case, and artwork. 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 does not split up new DVD/Blu-ray combo packs. We encourage libraries to avoid purchasing combo packs unless they are the only option available. Likewise, Marigold does not split TV series seasons into separate packages. We encourage libraries to avoid purchasing multiple season TV series unless they are the only option available.

Fullscreen-only items will not 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 bootlegged copies. Indicators of bootlegged 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
- The item has the wrong region code (the correct region for Canada and USA is region 1) or other languages (e.g., Chinese) are on the cover

Marigold catalogues PS4, PS5, Xbox One, Xbox Series X/S, and Nintendo Switch videogames. Marigold does not provide spare (empty) cases for display.

Marigold will not accept the following:

- Damaged items (e.g., items that are stained, have broken spines, are yellowed, contain torn pages, are warped, and are missing dust jackets)
- Old series
- Audio cassettes
- VHS tapes
- Abridged versions of audiobooks
- CD-ROMs
- Wii, Wii U, Xbox 360, Nintendo DS, Nintendo 3DS, PS1, PS2, or PS3 videogames

Any item that does not meet the Conversion Guidelines will be discarded without notice.

Rush Items

Please use rush flags for any high priority items and include an explanation for the rush along with any deadlines (e.g., for Christmas craft program; need by December 1).

Rush flags may be requested using the [supplies request form](#) on Marigold's website.

Donations, Duplicates, and Items for Reassignment

Please use the above guidelines to ensure items are in mint condition when sending them in to be reassigned to another Marigold library, such as donations or duplicate copies. Please change the status of reassignment items in Polaris to "Unavailable." Do not withdraw the item or mark the barcode.

As noted above, Marigold is unable to reassign items that are labeled with stamps or permanent ink as belonging to a particular library.

Donation/reassignment flags may be requested using the [supplies request form](#) on Marigold's website.