

Guidelines for Submitting Items to PRL for Cataloguing/Processing

General procedures:

The procedure below applies to items for the library's collection that have been donated or purchased through a source other than PRL Acquisitions.

While PRL will process these items as quickly as possible, turnaround time cannot be guaranteed.

Prior to sending items to Parkland:

1. **Remove shrink wrap** from DVDs, CDs, game discs.
2. **Verify** that **condition** of books is new or like-new and that discs are in good condition.
3. **Identify** each item with the library's stamp/label (or write library name in permanent marker on CDs, DVDs, game discs).
4. **Slip** each item with a Donation or Purchased **Process Only flag**. If an item has a publication date more than 5 years ago, indicate on the flag why you believe this item is a good addition to your collection (the reason you want it catalogued).
5. **Write your library code** at the top of the Process Only flag.
6. **Place the item** in your grey bin for delivery to headquarters.

PRL staff will catalogue these items, generate and attach spine labels, and laminate covers if appropriate.

Rush Items: If you have items that are needed back quickly (e.g. for a program or special event), identify the item as RUSH with a post-it note on the front of the item. Use your judgment when putting a rush on materials and contact your consultant to discuss the request prior to sending items to Parkland.

Points to consider:

1. Be selective when sending items for cataloguing and processing. Only send materials that are new and in excellent condition, meet local collection guidelines, have a recent publication date and that will improve the library's collection.
PRL reserves the right to return items un-catalogued that do not meet library standards.
2. When items can be added through barcode linking, we encourage you to do so as this is the fastest way to make materials available to patrons. Newly published titles can be circulated as Fast Adds until a complete bibliographic record is created in Horizon.
3. If your library receives monetary donations or other local funds, consider ordering materials through PRL's Acquisitions Department using "bill direct" because these items will receive higher priority in the cataloguing queue.