

Guidelines for Submitting Items to PRLS 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 PRLS Finance.

While PRLS 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. **Insert** a Donation or Purchased **Process Only flag** in each item.
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.

PRLS staff will catalogue these items, generate and attach spine labels, and Mylar covers if appropriate.

Rush Items: If you have items that are needed back quickly (e.g. for a program or special event), contact cataloguing before sending them in.

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.
PRLS 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. Every copy of a new title doesn't need to be sent in; some can be circulated as 'on the fly' until a bibliographic record is created in Polaris.
3. If your library receives monetary donations or other local funds, consider ordering materials through PRLS' Finance using "bill direct" because these items will receive higher priority in the cataloguing queue.