

Supplies List

Marigold Library System supplies member libraries with a number of items for shipping and receiving library materials. The list below indicates supplies provided as approved by the Standards & Services Committee.

Please submit via Member Library Forms on the Marigold website.

Please submit your supply requests at least 2-3 days before your delivery day, as materials are loaded into the van the afternoon before the delivery.

Approved by Standards & Services Committee November 2023.

LIBRARY CARDS:

- Plastic TRAC Cards
- TAL Cards

SHIPPING SUPPLIES:

- Paper: libraries receive an annual supply of paper for printing shipping tool labels. The amount of paper each library receives is based on the amount of inter/intra library loans processed from the previous year. Paper is distributed from headquarters every six months. Paper can be either thermal printer rolls and/or packages of 8.5 x 11 printer paper based on a library's preference. Libraries must let Marigold know by October 31 of each year if they would like to change their thermal roll/printer paper preferences.
- Blue document envelopes
- Bubble wrap
- Cardboard boxes
- Delivery bins
- Rubber bands
- Scotch tape dispenser
- Scotch tape refills
- Postage scale – one time only
- Zip ties

CATALOGUING:

- Cataloguing flags
 - Cataloguing Error
 - Conversion
 - Donation/ Reassignment
 - Local Fund
 - Rush
- Material barcodes
- Spine label covers
- Library name book labels

AUDIOVISUAL CASES:

- Initial cases for audioCDs (replacements for AV cases – CD or DVD - are not covered by Marigold)

STAMPS - one time only

- Date Due
- Library Location
- Discard
- Stamp Pad