

## 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 **email your request for supplies to Marigold headquarters Shipping and Receiving at [shipRec@marigold.ab.ca](mailto:shipRec@marigold.ab.ca)**.

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 20, 2018.

### LIBRARY CARDS:

- Plastic TRAC Cards
  - Registration forms
- TAL Cards

### STAMPS - one time only

- Date Due
- Library Location
- Discard
- Stamp Pad

### 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.
- Bubble wrap
- Fragile stickers
- Scotch tape dispenser
- Scotch tape refills
- Rubber bands
- Postage scale – one time only

### PROMOTIONAL MATERIALS

- Bookmarks (Date Due slips)
  - Paper bookmarks are supplied if Wild Card bookmarks are not available.
- Brochures and training material on ME libraries, eResources, and additional programs and services.

### OTHER:

- Cataloguing slips and conversion slips
- Barcodes for paperbacks
- Single material barcodes
- Patron barcodes (e.g. school-housed public libraries with school cards)
- Spine label covers

Please email [jessie@marigold.ab.ca](mailto:jessie@marigold.ab.ca) to request these items; all other items must be requested through [shipREC@marigold.ab.ca](mailto:shipREC@marigold.ab.ca).

### AUDIOVISUAL CASES:

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

### PURCHASING PROGRAM:

- Member libraries may negotiate bulk and discount purchasing via Marigold for items not included on the supply list. Please speak to your Marigold Consultant for details.