

## Polaris Migration Staff Reference Guide – Updated 3.3.23

Hello, NCLS library staff! Please keep this quick reference guide handy at any service desk where staff might expect to field questions from patrons about the transition to the new online catalog.

### IMPORTANT DATES

The new catalog launches on **Wednesday, April 26**.

The last day to access the old catalog of **Tuesday, April 18**.

The last day to place a hold in the old catalog is **Wednesday, April 12**.

There will be no access to an online catalog from **April 19 through April 25** – transition week.

Items returned during transition week will be checked in on or after **April 26** and backdated to **April 19**.

### TRANSITION WEEK

During transition week, library staff will not be able to:

- Check in materials that were borrowed from the old catalog
- Place holds
- Issue new cards
- Process fine payments (where applicable)

Patrons can check out library materials offline during transition week but are limited to what is available on the shelves where they are.

Patrons will have access to e-books and other online resources during transition week.

### TRANSFERS

Library card numbers WILL transfer to the new catalog. Patrons with active accounts will not need to register for new cards.

Current checkouts and holds from the old catalog WILL transfer over to the new catalog.

Lists will NOT transfer over to the new catalog.

### MORE INFO

More details about the new catalog can be found at [ncls.org/new-catalog](http://ncls.org/new-catalog). The page will be updated as more information becomes available.