

JigsawPuzzleSwapExchange.com
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Adding a puzzle to the Puzzle Library

This information sheet will give you step by step instructions on how to add a puzzle to the library. While we don't require puzzles to be added to the library, it does help the members who are more particular and those that like to choose the puzzles they get to be able to see the photo and details of each puzzle we have in circulation. With several copies of some titles and members opting to choose their puzzles, our future direction of JPSE is taking the course of a Library driven platform. Therefore, we want to encourage members to add their puzzles or send them to a Regional Librarian that will do it for them. If you want to add your own puzzles, please follow these instructions carefully.

You may add puzzles to the library that meet these conditions:

- **The box must be completely intact.** No puzzles in bags with tops cut apart
- **There cannot be missing or damaged pieces.** Puzzle pieces must all be there and not in damaged condition. Over time, pieces will go missing and these puzzle copies will be retired from the library or donated locally by members.

DO NOT ASSIGN YOUR OWN NUMBERED LABEL

We know you want to be helpful but there are several reasons why you should not choose your own numbered label. We have over 1500 puzzle titles in the library. Some of those have as many as 7 copies in circulation. Each copy gets the same ID number. When you add a puzzle, it could possibly be a duplicate copy in which case it has already been assigned the same number as the other copies in circulation. Because multiple members are requesting that puzzle, it allows any member that has a copy to send it to them. If you assign a different number, it takes a lot of members to get it corrected once it is in circulation. Another reason is that while you may have a copy of Cinque Terre, Italy, we have more than three versions of this puzzle. There are different sizes, brands, piece counts, views. Each of these gets a different number, now add the duplicate copies in circulation. As you can probably tell, it can become quite a mess in short order.

We've had some members that continue to affix a label on a box and mail it out without adding the details and the photo so that the members know what that puzzle is. This makes it impossible to request and again, it takes monitoring the number so that we can get the current member involved to help correct the issue. Imagine it this way, you are shopping at your favorite company's online store for a gift. You are browsing products and the only information you can see is an item number. There is no description, no price, no photo. How do you choose? You simply can't. This is exactly what happens when you put a label on a puzzle and send it out. Now we must enlist the help of your recipient to correct the problem. Many of our members do not have the ability to help, so by doing this, you place an increased burden on the rest of the membership.

All library puzzles must be properly added to the library before a label can be applied.

ADDING A PUZZLE PROPERLY

If you chose to add your puzzles when you joined the exchange, a packet of labels will be sent to you via, mail. In the packet will be strips of numbered ID labels, and strips of blank labels. You will be provided a few more than you requested for future use. If your puzzle is a new puzzle to the library, you will be instructed to use a numbered label, if it is a duplicate, you will be instructed to use a blank label and hand write the number we issue and then apply it to the box.

There are three ways to add a puzzle to the library. Each is identified below.

Online Form Method – Single puzzle

You can use the online form to enter the details of each puzzle one by one. You will find the form at the ADD PUZZLES TO THE LIBRARY sub-menu of the LIBRARY tab on the website. Do not try to use one form to add multiple puzzles, this creates the opportunity for errors in processing. **You must submit each puzzle separately.**

Labels - If you need labels, enter the number of labels you would like sent to you.

New or Duplicate – Check to see if your puzzle is a new or duplicate copy in the library. To do this, visit the Interactive Tools page and enter the title of the puzzle in the Get Puzzle Information line. This will return all puzzles that have that title or portion of the title. If your puzzle is not returned you have a New Puzzle Addition. If you see the same photo, chances are you have a duplicate. Make sure that the size, brand, piece counts all match exactly. If they don't it is not a duplicate. If the puzzle you are adding has only been in your possession, it is a New Duplicate Copy. If you received it from another member, it is a Duplicate Already in Circulation (you will need to provide names of the previous users from the journey sheet at the end of the form). Enter the ID number of the duplicate on the **Current Library ID # space.**

DO NOT ENTER ONE OF YOUR NUMBERED LABELS HERE!

Enter all the fields on the form. Sometimes getting information is difficult as different manufacturers publish it in various ways and in different places.

Manufacturer, Series/Collection/Theme, and Artist fields are all drop down menus. You can start typing the name in the box and the information will be displayed. If your information is not displayed, enter it in the comments or Previous Users box and we will add it to the options lists.

Keywords – This helps others know what your puzzle is about. Use words that describe the puzzle, like mountains, sports, holidays, anything that you can identify to help.

Previous Users – List the members that have had YOUR COPY of the puzzle from the journey sheet. Do not use the list on the website. We need the members Name, City and State.

Photo -

The last step is to upload the photo file. (See photo instructions below). Make sure to upload the photo prior to submitting the form. **The photo size should be between 500-800 kb in size.**

When we return the processed form to you, the subject line of the email will contain the puzzle title and the ID number of the label you should apply to the box. If you already have labels you can immediately apply it. If you don't have a pre-numbered label, you may use a blank label and hand write the number on it. If you are submitting more puzzles than you have labels for, you should wait for the labels in the mail as we will be placing labels in the mail on the next mail run. You can then mail it out to a suitable member in a swap using the Initiate a Swap form. **All swaps must have the proper form submitted with tracking number and Puzzle ID if it is a library puzzle.**

Spreadsheet Method

The spreadsheet is really the easiest way to submit several puzzles in bulk. Please check the IT page to see if you have duplicates. Download the Member donation entry Sheet and save it to your computer. Then fill it out like the example on the first line. Please do not use all capital letters. Enter the file name of the .jpg photo file on the sheet, any comments, keywords, whether it is a duplicate, and any names that are already on the journey sheet if one is included.

DO NOT ASSIGN YOUR OWN NUMBER

Send an email with **Puzzle Donation** as the subject line, attach the spreadsheet and each of the photos. Photos can be larger if sent with the spreadsheet. You should not need to zip the photo files. If you have to send separate files, please make sure that you send the spreadsheet with the first email and the remainder of the photo files in additional emails. If more than one email is necessary, notate that it is 1 of 2, 2 of 2, and so on so that we know how many to expect. As with all submissions, if information is unclear, we will contact you during processing or for more information. Send the spreadsheet and photo files by email to: admin@JigsawPuzzleSwapExchange.com

Once we process the sheet, we will return the spreadsheet to you with the puzzle ID # assignments. You can then affix the ID labels. As they are processed, we will double check for duplicates and will alert you if you need to handwrite a label to apply. This is the reason for not assigning your own number. It creates a mess and is a lot of work to correct. If you are adding a puzzle that has already been in circulation without an ID number, make sure to include the names of **all the members on the journey sheet** in this format:

A Gerard, Palm Coast, FL; next name; next name and so on. This way we can help prevent that puzzle from getting back to those members. This is the **ONLY** way we can prevent duplicate receipts of puzzles.

Use a Regional Librarian Method

If you would like to donate puzzles to the library, you may also send them to a Regional Librarian. These members will take the photos, make sure that the puzzle is not damaged and that all the pieces are there and then enter them into the library.

You should initiate swaps with our Librarians and make a comment on the form that you would like your puzzles added to the library. Because our librarians perform a huge service to the program, we do not require them to return puzzles one for one. For every two puzzles you send the Librarian, they will return one to you. If you do not want a return, please let them know or declare your swap as a donation on the form.

If you have the time and would like to be a Regional Librarian, please submit your request on the Donate a puzzle page under Regional Librarian **inquire here**.



Regional Librarians are required to accept all sizes of puzzles up to 2000 pieces and process all non-library puzzles that they receive into the library.

Photos (2 methods)

The photo you take can mean the difference between many requests or none at all. It all comes down to the size. A photo should be between 500-800 kb in size for optimum visibility. Make sure the **entire box** top is visible in the photo. Do not take pictures of the assembled puzzle.

Method 1, Take your own photo

To take the best picture, place the puzzle box on a light colored surface and take the

photo in horizontally, or landscape view →,  **not portrait view** →. 

The reason for the orientation is that portrait photos will be automatically adjusted by the website application and will appear distorted. Photos in portrait layout will be squashed like a marshmallow. Keeping all photos in landscape view keeps the website uniform. The flash may interfere with your photo, If spots of light appear on the photo, please re-take it until you get a good photo.

Method 2, Use the Manufacturer's photo

Another way to get the photo is to go to the manufacturers website or Amazon and find the photo. Unfortunately, they sometimes tend to be a thumbnail photo, so you need to make sure that they are large enough otherwise they will not be able to be enlarged on the website for detailed view. Click on the photo to get the full-size image, then right click on the photo to save it to your computer using "Save as" and send that photo in. You should always change the name of the photo to a descriptive name or the title and save it as a .JPG file whenever possible.

Applying Labels

Once you request labels, they will be sent in the mail to you. These will be 1" x 2 5/8" adhesive labels that are pre-printed with ID numbers. These numbers are assigned to you until you either use them or stop participating in the program. Then they will be re-assigned to other members as necessary. We try to use the lowest numbers first.

Since there may be more than one copy of a puzzle in the library, each copy gets the same number. Therefore, you will also be receiving blank labels in the shipment. That way you can handwrite the number that we issue when you add your puzzle. When you

need more labels, let us know. If we see that you are running low, we may ask if you need more.

The label sticker needs to be on one of the side panels of the box, preferably the bottom edge. BUT it needs to be on the side where all the puzzle information (Title, size, photo, etc.) is found. Try not to cover over any important information like photo, size, title, manufacturer, etc. Sometimes this is not easy and you have to be a little creative. The best side of the box would be the bottom edge, but a side edge will work if necessary.

If you have more puzzles to donate to the library and run low on labels please let us know so that we can send you more. Ideally, we will send out strips of 5 labels at a time to save on postage costs. Depending on how many you requested, you may have a few left over. You will also have blanks to use for duplicate copies of puzzles that are already in the library.

Thank you for donating puzzles to the library. We are finding that when members select puzzles from the library, they tend to receive more swaps than other members. If you want to be really active with swapping puzzles, make sure you keep several puzzles selected at the library at all times.

Thank you for your participation!

Aleta
Jigsaw Puzzle Swap Exchange