



# Southern Union Library/Information Resources

Mandarin Access

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# LIBRARY AUTOMATION SYSTEMS UPDATE

## Southern Union Library/Information Resources Response (SU-LIR)

- Union will cover the additional cost of providing each school participating in the program with a complete library automation system.
  - OPAC – Online Public Access Catalog
  - Circulation
- Mandarin Library Automated Solutions.
- <https://www.mlasolutions.com/>

# LIBRARY AUTOMATION SYSTEMS UPDATE

## Southern Union Library/Information Resources Response (SU-LIR)

- Mandarin Library Automated Solutions.
- <https://sites.google.com/mlasolutions.com/southern-union-catalogs/home/>
- **Site Login – Contact [lirsupport@southernunion.com](mailto:lirsupport@southernunion.com) for your login and password. Include your school and contact information.**

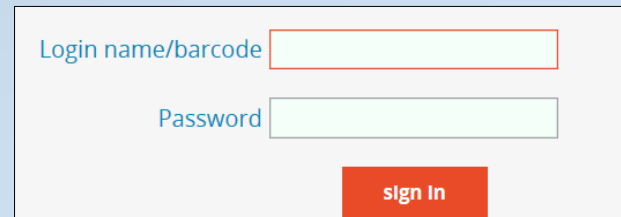
# LIBRARY AUTOMATION SYSTEMS UPDATE

## Southern Union Library/Information Resources Response (SU-LIR)

- Click 'sign in' beneath your school's caption on your library page:



- Enter the login 'library' as the login name/barcode and your password (see previous page):

A screenshot of a login form. It contains two input fields: the first is labeled "Login name/barcode" and the second is labeled "Password". Below the input fields is a red button with the text "sign in" in white.

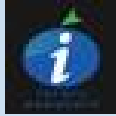
- You will see **sign out** at the top of your screen. You now have access to your library system.
- Remember: The e-search feature can be used without logging into the system.

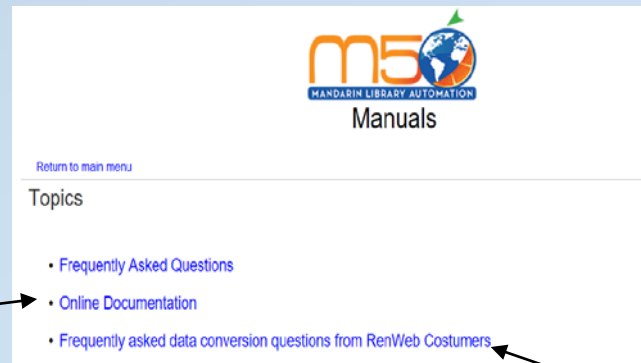
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It is very important to become familiar with your new library system.

Please do the following:

- Login to your page
- Scroll to the bottom of your library page and click the Library Assistant 
- Click on 'Read Manuals & Q&A'

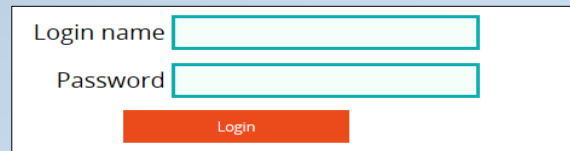


- Click 'Online Documentation' →
- The Mandarin M5 User Guide, Daily Use Handbook and Tips & Tutorials can be found here .
- For schools that used RenWeb for library circulation, please also review the 'Frequently asked data conversion question from RenWeb customers' on the M5 manuals page.

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## Southern Union Library/Information Resources Response (SU-LIR)

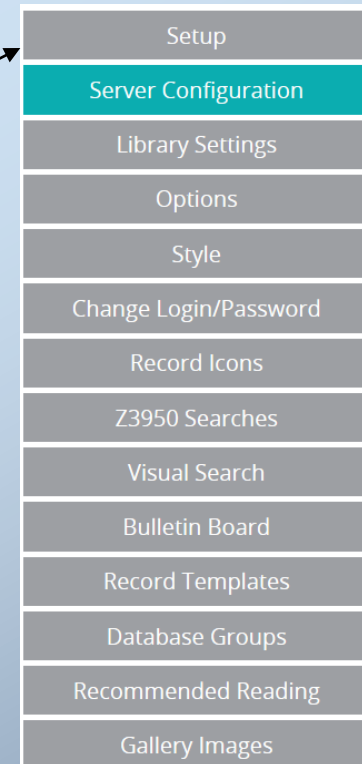
- To learn how to customize your library page, please view the video tutorials in the library assistant.
- To customize your library page, **contact [lirsupport@southernunion.com](mailto:lirsupport@southernunion.com) for your enter setup login and password.**



Login name

Password

- The setup menu will appear. Click on the option you wish to edit:
- **Warning: Do not change the login or password on this page.**
- Please contact [lirsupport@southernunion.com](mailto:lirsupport@southernunion.com) for any login access issues.



Setup
<b>Server Configuration</b>
Library Settings
Options
Style
Change Login/Password
Record Icons
Z3950 Searches
Visual Search
Bulletin Board
Record Templates
Database Groups
Recommended Reading
Gallery Images

# Onboarding: Mandarin Library Automation

## Things You Can Do...

- Be sure to complete SULIR School Contact Form SY2018-19.
- <http://www.adventistedge.com/>
- Send an email to [lirsupport@southernunion.com](mailto:lirsupport@southernunion.com) to request a barcode scanner if you do not have one.
- Review video tutorials <https://www.mlasolutions.com/>
- Review videos on your school library site (click on “Library Assistant.”)
- Check calendar on <http://www.adventistedge.com/> for training announcements.
- Read emails sent from SU-LIR via your conference office.
- Consider using some of SY2018-19 library funds for training of all library managers (part-time & volunteer).

# Onboarding: Mandarin Library Automation

## Coming From SU-LIR...

- Training date to be announced for all library managers
  - Onboarding training of new library automation system will be held at local conference offices (TBA).
  - School cluster training sessions upon request.



# Contact Information

**Southern Union Office of Education – 770-408-1800**

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## **Mandarin -**

Technical Support Hours

24 hours / 7 days/week

800-426-7477

## **Mackin - 800-245-9540**

Julie Shea – Customer Representative – [Julie.shea@mackin.com](mailto:Julie.shea@mackin.com)

Robin Cole – Sales Consultant – [robin.cole@mackin.com](mailto:robin.cole@mackin.com) - 864-923-5244(m)

[www.help.mackin.com](http://www.help.mackin.com)

- Video tutorials
- Printable instructions

