



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 –**
 - Login: library
 - Password: The first initials of your school name, as seen in Dashboard, and the word 'librarian'
 - Example passwords:
 - Asheville-Pisgah Christian School: **apcslibrarian**
 - Greater Memphis Adventist Academy: **gmaalibrarian**
 - ACA Charlotte: **acaclibrarian**
 - Gulfcoast SDA Elementary School: **gseslibrarian**

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 login form with a light pink background. It contains two input fields: the first is labeled "Login name/barcode" and the second is labeled "Password". Below these 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.

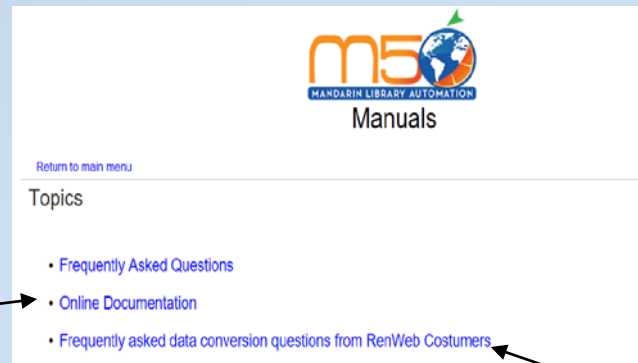
LIBRARY AUTOMATION SYSTEMS UPDATE

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

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'

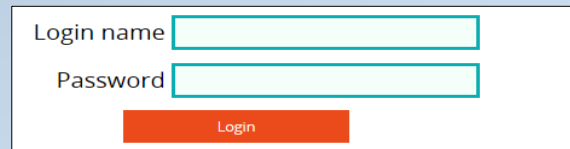


- Click 'Online Documentation'
- The Mandarin M5 User Guide, Daily Use Handbook and Tips & Tutorials can be found here .
- For schools that used RenWeb for library circulation, please also review the 'Frequently asked data conversion question from RenWeb customers' on the M5 manuals page.

LIBRARY AUTOMATION SYSTEMS UPDATE

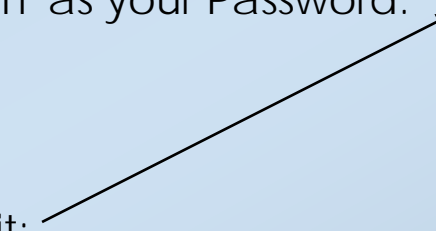
Southern Union Library/Information Resources Response (SU-LIR)

- To learn how to customize your library page, please view the video tutorials in the library assistant:
- To customize your library page, scroll to the bottom of the library page and click **enter setup**
- Login to setup with 'admin' as your Login name and 'boca raton' as your Password:



A login form with two input fields: 'Login name' and 'Password'. Below the fields is a red 'Login' button.

- 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 for any login access issues.



A vertical menu with 15 options. The second option, 'Server Configuration', is highlighted in teal. An arrow points from the text 'Click on the option you wish to edit:' to this option.

Setup
Server Configuration
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 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

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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

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

www.help.mackin.com

- Video tutorials
- Printable instructions

