

Dear Colleagues,

The Southern Union Library/Information Resources Program (SU-LIR) is excited to announce the selection of Mandarin Automated Library Solutions <https://www.ml solutions.com/> as the vendor that can best meet the needs of our schools, at a reasonable price point. This new library management system will provide both hosting of each school's library collection, as well as automated circulation capabilities. This library management system is being provided at ***no extra cost*** to school's participating in the Southern Union Library/Information Resources Program. This means that schools ***do not*** have to pay for library circulation as an additional expense.

The new library management system will provide the following:

- Custom Library Webpage - built for each school, includes school logo (can be linked to school's webpage).
- Online Library Catalog - Allows students, teachers and parents to search the school's online catalog to find library resources 24/7 on any device with an internet connection.
- Circulation Management – automated check in and check out of library items (barcode scanner provided).
- Cataloging – Add, copy, edit and delete library records. Including the ability to print barcodes and labels. The SU-LIR office is still available to provide cataloging services, but this also gives schools that have library personnel, more autonomy over their school's collection.
- Assist schools in meeting the new NAD accreditation standards for Library/Information Resources.
- And much more...

#### **What is Happening Now?**

1. This office, along with the Mandarin team, has mapped out the library data migration, record clean-up, and school site development time lines. We are on track with having the new Mandarin library system functional by July. We have already begun the process of exporting each school's library data from the various systems in use (Surpass, RenWeb etc.), and importing it to Mandarin's automated library system.
2. Your school will receive an email from this office when your Mandarin library site is up and functional. Please be on the lookout for this email during the summer (now through mid-July).

3. Each school that requests a barcode scanner for their library will be receiving one by mail. Please be sure to inform this office where you want it mailed.
4. Due to the data migration and conversion of each schools records:
  - a. All cataloging projects which have been sent to this office are on hold until the new system is functional.
  - b. We are requesting that schools do not add or delete any records in their system. Those working in the library can however, keep a manual record of returned or lost items, which can be imputed into the new system in August. I recognize that this is inconvenient, but the alternative was to begin data migration after school closes for the year, and run the risk of not having the new system in place for the beginning of SY2018-19.
5. Coordinating with local conference education department for training session on the new library management system for paid and/or volunteer staff persons working in library. This will also be followed up with site visits and online sessions.

#### What Can You Do?

1. Send an email to [LIRSupport@southernunion.com](mailto:LIRSupport@southernunion.com) if your school does not have a barcode scanner, and needs one. Give the address where you would like the scanner sent. The scanner has been purchased, and shipped at no cost to your school. A signature will be requested upon delivery. If no one is available to sign for the package it will be returned. The cost to send it out a second time will be charged to the school.
2. Keep a manual record end of year library activities (e.g., lost or returned items and/or weeding of library collection). All activity can be entered when the new system is functional.
3. Decide which person from your school you will be sending to the Mandarin Library training at your local conference office in SY2018-19.
4. Look out and **respond** to emails from this office in regards to your school's new library management system.

The Southern Union Library/Information Resources Program is committed to providing value to our schools by providing library services and software solutions that assist schools in promoting student literacy and research skills. We believe the best way to begin to accomplish this is to build a strong program foundation, by providing participating schools with a 21<sup>st</sup> Century library automation/management system. We are committed to providing training for school personnel in SY2018-19 on the systems (Mandarin and Mackin) we have in place for students, teachers and parents to access their school's library/information resources.

If you have any questions or concerns regarding this software transition, please do not hesitate to contact the office, using the information below. God bless you this graduation season. I look forward to seeing you at the NAD Teacher's Convention in Chicago!

In His Service,

***Andrea Henry-Smith***

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*To every one engaged in this work Christ says, I am at your right hand to help you. As the will of man co-operates with the will of God, it becomes omnipotent. Whatever is to be done at His command, may be accomplished in His strength. All His biddings are enablings. —Christ's Object Lessons, 331-333*

*"Do not fear, for I am with you; Do not anxiously look about you, for I am your God. I will strengthen you, surely I will help you, Surely I will uphold you with My righteous right hand."— Isaiah 41:10*