

**Southern Union**  
**Library / Information Resources**  
**School Contact Form**  
**SY2018-19**

Submit Form

Please return this form to your local conference Office of Education **and** to [lirsupport@southernunion.com](mailto:lirsupport@southernunion.com)

School Name: \_\_\_\_\_ NAD Dashboard Org ID: \_\_\_\_\_

**CONTACT INFORMATION**

1. School's Address: \_\_\_\_\_
2. Is this address the shipping address as well? Yes      No
3. If no, shipping address: \_\_\_\_\_
4. School Telephone: \_\_\_\_\_ Website URL: \_\_\_\_\_
5. School Principal: \_\_\_\_\_ Email address: \_\_\_\_\_
6. Library Contact Person: \_\_\_\_\_ New this year? Yes      No
7. Staff:      Title or Position: \_\_\_\_\_ Email: \_\_\_\_\_
8. Volunteer:      Title or Position: \_\_\_\_\_ Email: \_\_\_\_\_
9. Is this a full time certified librarian? Yes      No
10. Does this person have any experience working in a library? Yes      No

**ENROLLMENT INFORMATION SY2018-19**

11. What Student Information System (SIS) was used in SY2017/18: \_\_\_\_\_ SY2018/19: \_\_\_\_\_  
*Examples: RenWeb Blackbaud SchoolMinder*
12. Does your library need a barcode scanner? \*Yes      No
13. Have you logged in to your library management system Mandarin M5? Yes      \*No
14. Are you circulating books using Mandarin M5 Yes      \*No
15. Have you logged in to MackinVIA and created 'backpacks' for SY2018-19? Yes      \*No
16. Would you like to schedule a library in-service for any of the following? \*Yes      No

Check all that apply:

- Mandarin Library Automation
- Collection Development Plan
- Mackin.com/MackinVIA.com
- Makerspace
- Recruiting Volunteers
- Library Inventory
- Other \_\_\_\_\_

**INFORMATION TECHNOLOGY**

1. IT Person Name: \_\_\_\_\_ Phone number: \_\_\_\_\_
2. Email address: \_\_\_\_\_
3. Internet Provider: \_\_\_\_\_ Monthly/Annual Cost: \_\_\_\_\_
4. Internet Filter: \_\_\_\_\_ Monthly/Annual Cost: \_\_\_\_\_
5. Type of discount: \_\_\_\_\_

\*Contact SU-LIR @ [lirsupport@southernunion.com](mailto:lirsupport@southernunion.com)

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