

LIBRARY/INFORMATION RESOURCES QUICK START REFERENCE GUIDE

Assistance with start-up, maintenance and support for library managers in the
Southern Union Conference

Library/Information Resources Quick Start Reference Guide

PAGE LEFT
INTENTIONALLY
BLANK

Library/Information Resources Quick Start Reference Guide

Table of Contents

CONTRIBUTORS	5
WELCOME!	6
YOUR CONTACTS	7
YOUR RESOURCES	8
Adventistedge.com	8
Britannica	8
EBSCO	10
Infobase	10
Mackin.com	10
Help.mackin.com.....	10
MackinVIA.com.....	10
Mandarin Library Automation – Your Online Library Catalog	11
SU-LIR	11
GETTING STARTED	12
Mandarin Library Automation	13
Accessing Your Library Page.....	13
Logging in to Mandarin M5	14
Accessing Your Patron List.....	15
Editing Your Patron List	16
Patron Barcode List Report.....	17
Loan/Return Library Items.....	20
Accessing M5 Manuals.....	22
Customizing Your Library Page.....	23
Key to M5 Manuals.....	24
Mackin.com Access	25
Help.Mackin.com	28
MackinVIA.com	29
SULIR	30

Library/Information Resources Quick Start Reference Guide

A BRIEF SUMMARY OF THE GUIDE TO THE TEACHING OF LITERATURE IN SDA SCHOOLS	31
Weeding Criteria	33
How to Weed	33
Take Action	34
SOUTHERN UNION EDUCATION CODEBOOK NUMBERS	35
OPERATION PROCEDURES	36
Things to Consider When Setting up Your Library	36
Helpful Links for Operating Your Library	37
COLLECTION DEVELOPMENT POLICY/PLAN	38
Collection Development Plan	38
Selection Criteria	38
Weeding	38
Repair and Disposal	39
Inventory	39
Gifts	39
Challenge Procedure	40
Helpful Links for Challenge Procedure	40
Helpful Links for Collection Development	40
APPENDICES & HELPFUL LINKS	41
CREW: A Weeding Manual for Modern Libraries	41
Challenge Procedure	41
Collection Development	41
Operating Your Library	41
Library Lesson Plans	42
Additional Helpful Links	42
GLOSSARY OF LIBRARY TERMS	43

Library/Information Resources Quick Start Reference Guide

ELECTRONIC JOURNALS & RESOURCES	50
STATE ELECTRONIC DATABASES	50
SOURCES.....	52
NOTES.....	53

Library/Information Resources Quick Start Reference Guide

Contributors

Library/Information Resources Advisory Reference Guide Subcommittee

Kerre Conerly, Registrar/Librarian

Collegedale Academy

Georgia-Cumberland Conference of Seventh-day Adventists

Fawn Fernandes, Librarian

Madison Campus Elementary School

Kentucky-Tennessee Conference of Seventh-day Adventists

Andrea Henry-Smith, Associate Director

Library Information/Resources

Southern Union Conference of Seventh-day Adventists

Montina DeBardeleben, Administrative Assistant

Library Information/Resources

Southern Union Conference of Seventh-day Adventists

Library/Information Resources Quick Start Reference Guide

Welcome!

Welcome to the Southern Union Library/Information Resources team. We are a team of librarians, teachers, and volunteers who seek, as library managers, to provide quality resources that:

- Encourage the development of students into mature Christians, through their search for wisdom and truth, and concern for the physical and spiritual well-being of humanity.
- Foster a love of reading.
- Nurture and grow strong readers, researchers, and responsible information users and creators.
- Support the school curriculum.
- Assist in improving student outcomes - A school's library collection, services, and environment are designed to help each school meet its targets for raising student achievement.

Library/Information Resources Quick Start Reference Guide

Your Contacts

Southern Union Office of Education – 770-408-1800

Southern Union Library/Information Resources (SULIR)

Andrea Henry-Smith – asmith@southernunion.com

Associate Director: Library/Information Resources

Tel: 770-408-2186 (O) 678-777-6133 (M)

Montina DeBardeleben - mdebardeleben@southernunion.com

Administrative Assistant: Library/Information Resources

Tel: 770-408- 2185 (O)

Library/Information Resources Program email - lirsupport@southernunion.com

Mandarin Library Automation (Tech Support, 24/7)

800-426-7477, Option #3

Support@mlasolutions.com

Mackin - 800-245-9540

Julie Shea – Customer Service – Account Manager – Julie.shea@mackin.com

Laurie Flaherty – Customer Service – Account Manager – laurie@mackin.com

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

Library/Information Resources Quick Start Reference Guide

Your Resources

Adventistedge.com



Library Page: <https://www.adventistedge.com/library-services/>

The Southern Union Library/Information Resources Program serves as a support to in-house library/media centers of PreK – 8 schools and secondary schools, grades 9 – 12, throughout the Southern Union Conference.

Britannica



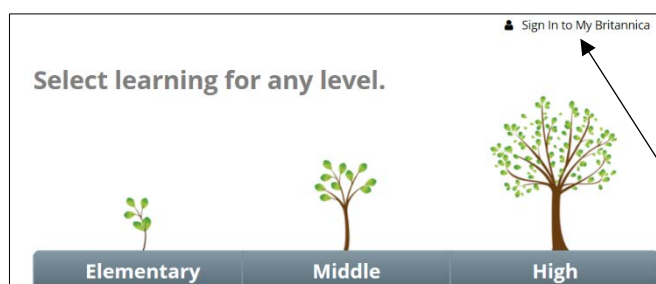
Britannica Digital Learning provides access to a variety of non-fiction eBooks for grades PreK – 12.



Britannica Image Quest provides access to millions of rights-cleared images.



Britannica School is available to teachers and students at NO CHARGE. This resource is sponsored by the NAD and the Unions so that all students and teachers may have access to quality digital content.


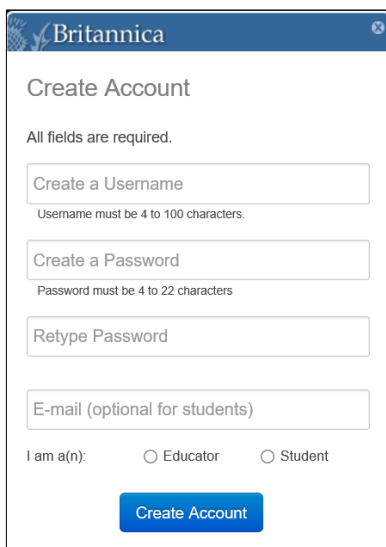


Create your own teacher account. Go to <https://school.eb.com/levels> and click on "Sign in to My Britannica".

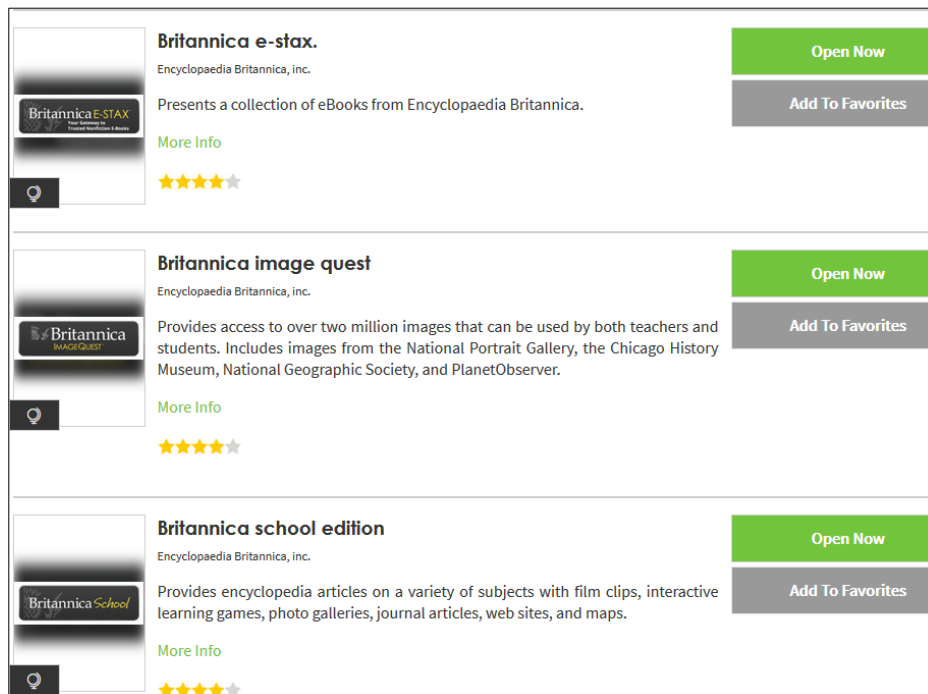
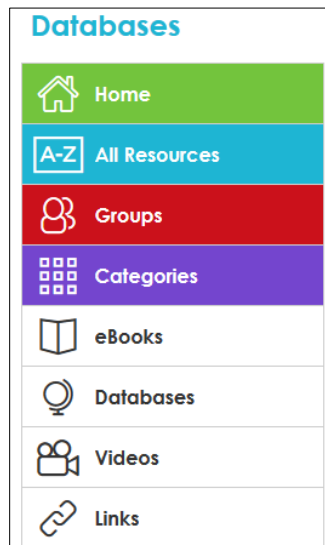
Library/Information Resources Quick Start Reference Guide

Click on "Create an account".

Complete each field and click Educator.



NOTE: Britannica is accessible through your MackinVIA account under Databases.



Library/Information Resources Quick Start Reference Guide

EBSCO



- Academic Libraries and research databases for Highschool, Grades 9 – 12 only
- EBSCO Ultra Online Package
- Points of View Reference Center
- Academic Search Complete
- High School eBook Subscription Collection

Infobase



- Learn 360 – K-12 Multi Media Resource
- World Almanac for Kids – Grades K-08
- Classroom Video on Demand – High School Streaming Media Service

Mackin.com



Mackin.com is an educational resources provider. The three main functions of Mackin.com are:

- To provide information about the products and services offered by Mackin Educational Resources
- To host your school's online management system (OMS) where you can manage your library account fund and orders
- To Serve as the marketplace where you shop for your educational resources



Help.mackin.com is the online helpdesk which houses tutorials for using Mackin.com and MackinVIA in both video and written format.



MackinVIA.com is the portal where you can access your school's digital resources.

Library/Information Resources Quick Start Reference Guide

Mandarin Library Automation – Your Online Library Catalog



Mandarin M5 allows access to library resources on any computer with an Internet connection. The simple interface is easy to learn, and the appearance and features have been tailored for your library. Access the M5 Daily Use Handbook [here](#).

This handbook explains routine library tasks using Mandarin M5. It is designed to supplement on-site training by providing simple, step-by-step instructions for common procedures in the Circulation and OPAC modules, as well as daily maintenance tasks that should be performed only by an authorized administrator.

Southern Union Library/Information Resources



SU-LIR provides support to in-house library/media centers for grades Pre-K – 8 and secondary schools grades 9-12 throughout the Southern Union Conference. Services offered by SU-LIR include:

- Advisory/School Board Meeting Attendance
- Book Repair Support
- Cataloging Support
- Consultations (electronic, on-site, online, phone, webinars, Zoom)
- Databases (EBOnline, EBSCO, Learn360, Visual Thesaurus)
- Forms and Instructions
- HelpDesk Support
- Library Management Support
- Library Re-organization
- Library Supplies
- Makerspace/STEAM
- Material Selection
- Ordering
- Reporting
- Training/Presentations

Click [here](#) to view the SULIR program brochure.

Library/Information Resources Quick Start Reference Guide

Getting Started

Congratulations! You have been assigned the responsibility of managing your school's library. If your school participates in the Southern Union Library/Information Resources Program (SU-LIR), you will want to use your online library catalog right away. See the section on Mandarin Library Automation M5. Next, you will want to see the funds your school has available. You can view these funds on the Southern Union Conference of SDA Mackin Online Management System (OMS) at Mackin.com. These funds can be used to purchase resources for your library. Click [here](#) for a list of eligible materials. Be sure to review the [Adventist Reading Guidelines](#) in the Collection Development Guidelines section *before* making purchases.

Library/Information Resources Quick Start Reference Guide

Mandarin Library Automation M5

Mandarin Library Automation is your school's online library catalog. Mandarin has created a library page for each SU-LIR participating school uniquely tailored with the school's logo, caption, and collection of materials formerly housed in Angel/Surpass, the prior library system.

A. Accessing your library page:

1. To access your library page, go to <https://www.adventistedge.com/library-services/library-information-resources/> or click [here](#).
2. Click on your conference name.



3. Locate your school name and write down the customer number listed next to the link.

Southern Union FLC with ports : Sheet1					
LIBRARY CODE	SCHOOL NAME	PREVIEW LINK	CUSTOMER NUM	SIS	MERGED
PIN	Beryl Wisdom Adventist School	http://southernunionflc.mlasolutions.com/m5/catalog/?installation=PIN	FL28785	Connected	No records in Renweb file
COC	Brevard Adventist Christian Academy	http://southernunionflc.mlasolutions.com/m5/catalog/?installation=COC	FL28786	Connected	No records in Renweb file
		http://southernunionflc.mlasolutions.com/m5/catalog/?installation=COC			

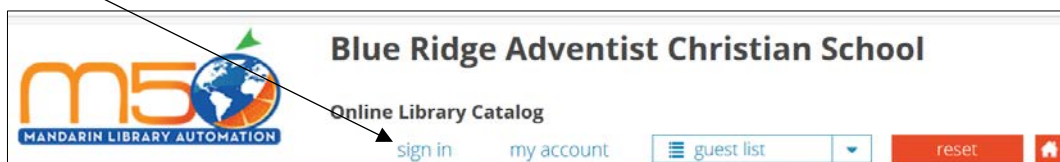
4. Click on the link next to your school name to access your library page.
5. Be sure to save your library page to your favorites or desktop for easy access.
6. Add your library page link to your school website.

Library/Information Resources Quick Start Reference Guide

B. Logging into Mandarin M5:

(M5DU: pp. 9)

1. Click **sign in**



2. Enter "library" as the login name/barcode.

Login name/barcode

Password

sign in

3. Enter your password: the first initials of your school name, as seen in Dashboard + "librarian", lowercase, all one word.

Example passwords:

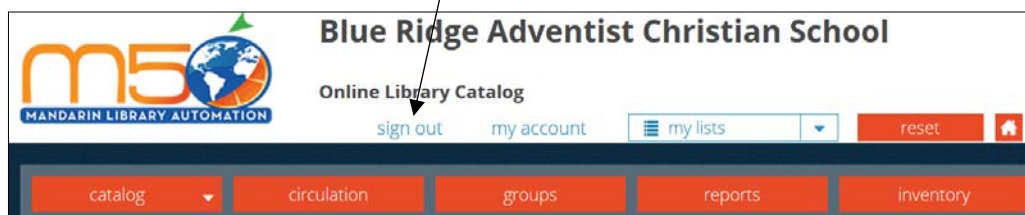
Asheville-Pisgah Christian School - apcslibrarian

Greater Memphis Adventist Academy - gmaalibarian

ACA Charlotte - acaclibarian

Gulfcoast SDA Elementary School – gseslibrarian

4. When logged in you will see 'sign out' and M5 will display the 5 orange menu tabs.



Library/Information Resources Quick Start Reference Guide

C. Accessing your patron list:

Your patrons are individuals who borrow materials from your library. This includes students, teachers, and staff. If your school uses a Student Information System (SIS), and it is linked to Mandarin, new patron information is uploaded to your site each night. Contact lirsupport@southernunion.com if your patrons are not being updated.

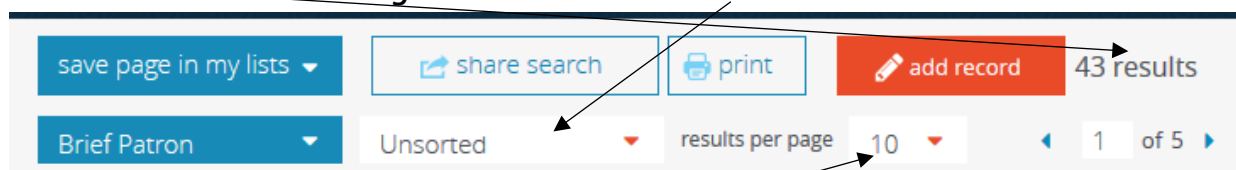
1. Sign in to your library page.
2. Click 'select library' and change from 'standard' to 'patrons' .

A screenshot of a web interface for a library system. It features a dark grey dropdown menu labeled 'select library' with a downward arrow. To its right is a red box labeled 'last name' with a downward arrow. Further right is a white search box with a green circular search button containing a magnifying glass icon.

3. Change the red box to 'last name' .
4. Place an asterisk in the white search box and click the green search button or hit enter.

A screenshot of the same web interface as before, but now the red box is labeled 'last name' and the white search box contains an asterisk (*). The green search button is still present.

5. Note the # of results. Change the 'Unsorted' to 'Last Name/First' .

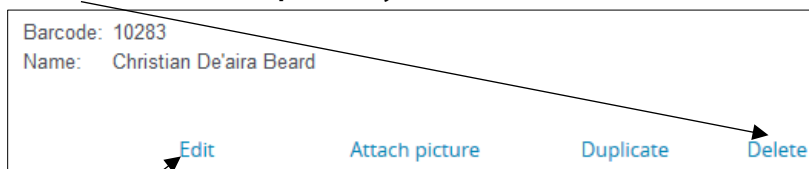
A screenshot of the library search results page. It shows a navigation bar with buttons: 'save page in my lists', 'share search', 'print', 'add record', and '43 results'. Below this is a dropdown menu labeled 'Brief Patron' and another labeled 'Unsorted' with a downward arrow. To the right of 'Unsorted' is a 'results per page' selector set to '10'. Arrows from the text in step 5 point to the 'Unsorted' dropdown and the 'results per page' selector.

6. You can also designate the # of results you see per page to 10, 20, 50, 100 or 200 results per page.
7. Compare the list of patrons to those actually in your school and on your SIS.

Library/Information Resources Quick Start Reference Guide

D. Editing your patron list:

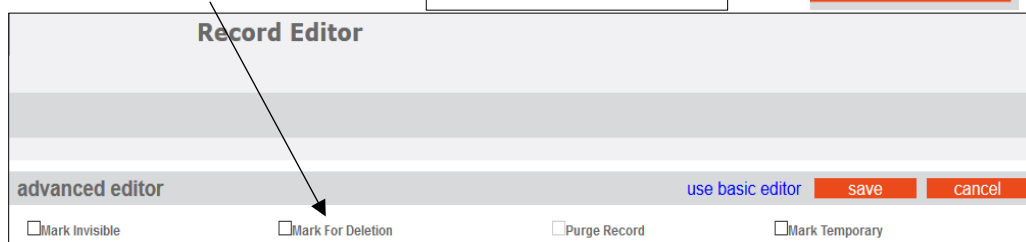
1. Sign in to your library page.
2. To delete those patrons that do not belong on your school roster:
 - a. Click delete on the patron you wish to delete OR



Barcode: 10283
Name: Christian De'aira Beard

Edit Attach picture Duplicate Delete

- b. Click edit, mark for deletion ☐ Mark For Deletion and **save**

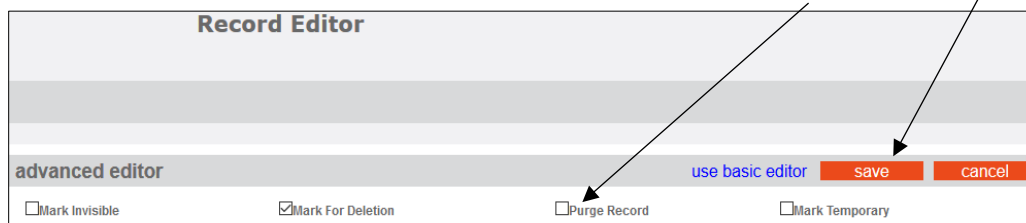


Record Editor

advanced editor use basic editor save cancel

☐ Mark Invisible ☒ Mark For Deletion ☐ Purge Record ☐ Mark Temporary

- c. To purge records marked for deletion, Click edit, purge record and save



Record Editor

advanced editor use basic editor save cancel

☐ Mark Invisible ☒ Mark For Deletion ☐ Purge Record ☐ Mark Temporary

- d. To find and purge patron records (marked for deletion) as a batch see (M5UG#122).
- e. Once the patrons have been corrected, run the patron barcode list report for your records.

3. Note: Use these steps to delete and/or purge any system record (bibliographic, holding, etc.)

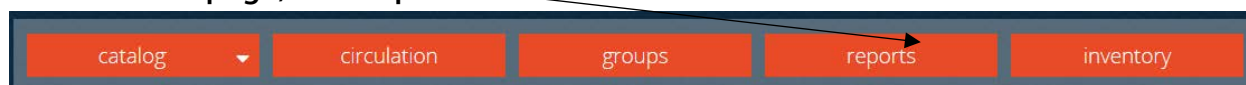
Library/Information Resources Quick Start Reference Guide

E. Patron Barcode List report:

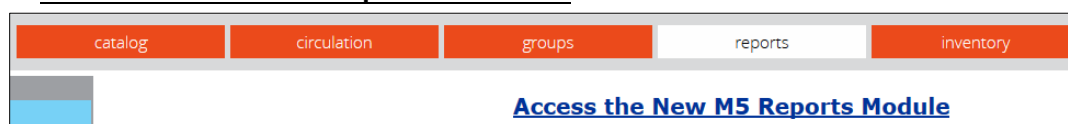
(M5UG: pp.160-162)

The patron barcode list report is used in circulation as a quick access reference to the students checking out library materials by name, barcode number or barcode. It can be used as a student/patron library card or as a reference as patrons borrow materials. It is recommended a copy of the report be kept at the library manager's desk for ease in circulation. To run a patron barcode list report, follow these steps:

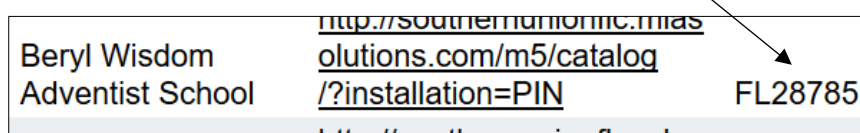
1. Sign in to your library page.
2. On the home page, click reports



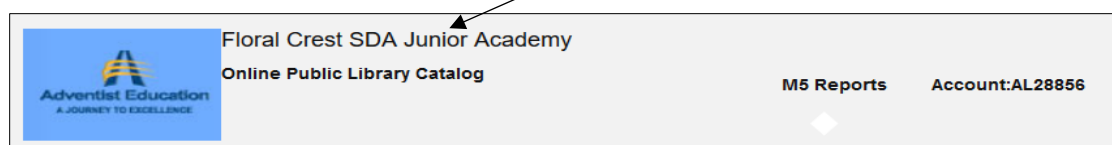
3. Click 'Access the New M5 Reports Module'.



4. On the Login tab, enter your school's username and password (customer number per the Southern Union Catalog google doc). The login and password are the same.

A screenshot of the login form. It has a header with 'ReportApp' and 'Existing users'. Below this are two tabs: 'Register' and 'Login'. The 'Login' tab is selected. The form contains a message 'You're now logged out.' followed by input fields for 'Email address or username' and 'Password'. There is a 'Log in' button and a link for 'I've forgotten my password'.

5. **IMPORTANT:** Be sure to locate your school name at the top of the page before running the report.



Library/Information Resources Quick Start Reference Guide

- Click +Labels and choose 'Barcode Patron Labels for Avery 5160 Grouped by H, T or G'.



- Place '1' in the 'start position'. In 'grouped by' choose 'H' homeroom, 'T' Teacher or 'G' Grade. Click 'Run Report'. Note: you may have to disable/allow pop-up blockers depending on the browser you are using.

A screenshot of a web form titled 'Barcode Patron Labels for Avery 5160 Grouped by H,T or G'. The form has several input fields and buttons.

Field	Value
DBSet: Library	Library
Start Position	1
Grouped by	G
Filter Group by	
Location	
Run Report	Tag as Favorite

- Click 'Render PDF' in the upper right-hand corner of the screen before printing or saving the report.

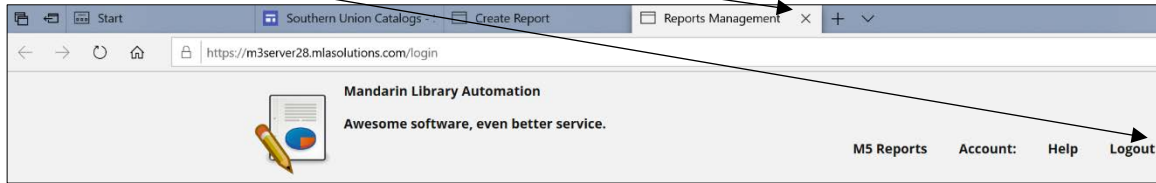


- Below is an example of the Barcode Patron List Report. (Note: PreK-K is listed at the end of the report.)

Grouped by Grade:		
Cali Sky MCCLARY Gr.02	Noah Luke RUTHERFORD Gr.02	Connor Bray SHANNON Gr.02
1218271	1216650	1214990

Library/Information Resources Quick Start Reference Guide

10. Be sure to logout of the report and close the window.



11. To return to the homepage, click the home icon.



Library/Information Resources Quick Start Reference Guide

F. Loan/Return library items

(M5DU: pp. 9-12,26-29; M5UG: pp.126-158)

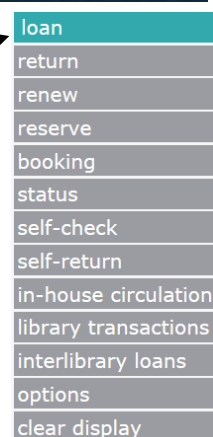
1. Sign in to your library page.

2. Click circulation.



3. To Loan an item.

- Click Loan in the left-hand gray menu list.
- Scan or type in the patron's barcode number, last or first name and hit enter.

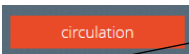


- If there are multiple patrons with that name, select the patron you want.
- Scan or type in the barcode of the item you wish to check out. Hit enter.
- If there are multiple titles, select the material to loan from the list.
- The item has been loaned.

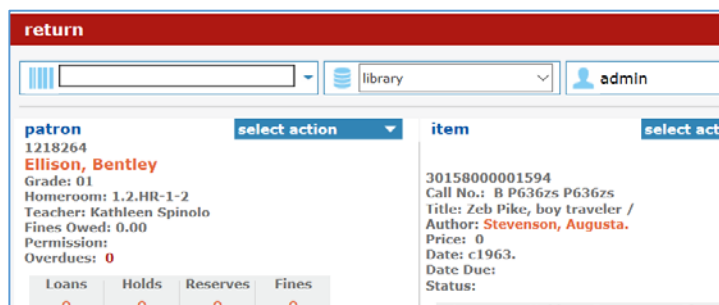
Barcode	Call Number	Item	Transaction	Created	Date Due
30041864480064	599.784 H4785bro	Brown bears /	Loan	26 June 2019	10 July 2019

Library/Information Resources Quick Start Reference Guide

4. To Return an item

- a. Sign in to your library page.
- b. Click .
- c. Click Return in the left-hand gray menu list.
- d. Scan or type in the barcode of the item you wish to return.
Hit enter.
- e. The patron and item will populate. The item is returned.

loan
return
renew
reserve
booking
status
self-check
self-return
In-house circulation
library transactions
interlibrary loans
options
clear display



The screenshot shows the 'return' interface. At the top, there's a red header with the word 'return'. Below it, there's a search bar with a barcode icon and a dropdown menu. To the right of the search bar, there's a 'library' dropdown and a user icon labeled 'admin'. The main area is divided into two columns: 'patron' and 'item'. The 'patron' column shows details for 'Ellison, Bentley' with ID 1218264, including grade, homeroom, teacher, fines, and overdues. The 'item' column shows details for item 30158000001594, including call number, title, author, price, date, and status. At the bottom, there are buttons for 'Loans', 'Holds', 'Reserves', and 'Fines'.

- f. Click 'clear display' to start another transaction.

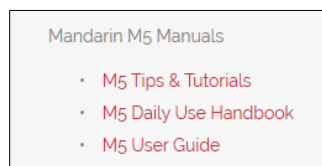
- ## 5. Be sure to click and log out of the system.

Library/Information Resources Quick Start Reference Guide

G. Accessing M5 Manuals

You are encouraged to print and create an M5 manual which includes the M5 Tips & Tutorials, M5 Daily Use Handbook, and the M5 User Guide for your reference.

1. Visit <https://www.adventistedge.com/library-services/library-information-resources/> to access the manuals.



2. Or sign in to your library page.

3. Scroll to the bottom of the page and click the Library Assistant.



4. Click Read Manuals & Q&A.



5. Click Online Documentation.



6. Click and print, save or search the M5 Tips & Tutorial, Daily Use Handbook, and User Guide.



a. Click the pdf icon to view, save or search the document.

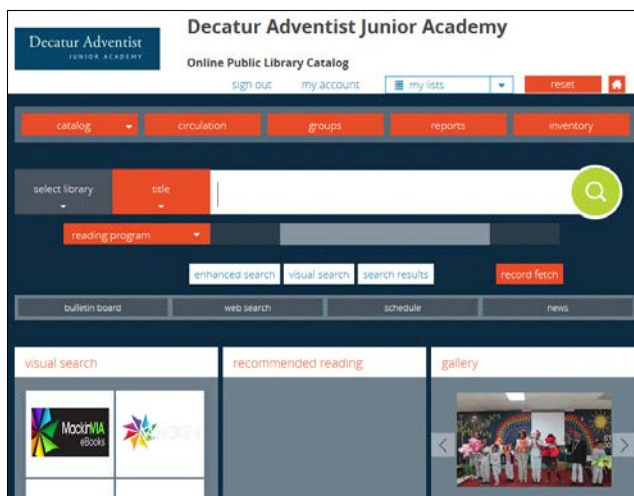
b. Click the manual name to view and search the document.

Library/Information Resources Quick Start Reference Guide

H. Customizing your library page

(M5DU: pp.8; M5UG: pp.13-36)

You can change the features on your library page to reflect your needs.



1. Sign in to your library page.
2. Scroll to the bottom of the library page and click **enter setup**.
3. Login to setup: "admin" is the login name and "boca raton" is the password.

Login name

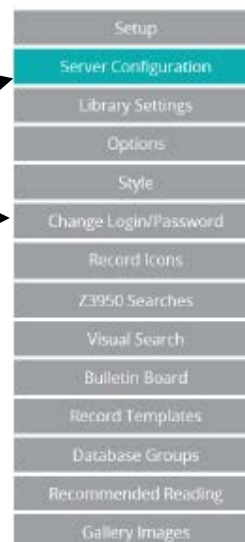
Password

Login

4. The setup menu will appear. Click on the option you wish to edit.

5. **Warning: Do not change the login or password on this page.**

6. Please contact lirsupport@southernunion.com for assistance.



Library/Information Resources Quick Start Reference Guide

Key to M5 Manuals:

M5DU – Mandarin M5 Daily Use Handbook 2016

M5TT – Mandarin M5 Tips & Tutorial 07/30/2017

M5UG – Mandarin M5 User Guide ver 5.3.0.0 2017

Library/Information Resources Quick Start Reference Guide

Mackin.com Access

In order to help ensure the security of your school's library fund, Mackin.com OMS lists the principal as "secondary user" by default. The library manager will be listed as the "Information Resource Specialist" (Info Resource Spec).

A. Add/Remove Users

1. To add or remove a user from the Mackin.com OMS account, please do the following:

- a) Have your principal or school board chair send an email request to lirsupport@southernunion.com and cc: asmith@southernunion.com and Julie.shea@mackin.com
- b) Include the subject heading: **Adding to Mackin OMS or Deleting from Mackin OMS.**
- c) Please send email from your **school and/or conference email address only.**
- d) Use the example below:
 1. "As principal/school board chair (choose one) of (school name), I am requesting that (person's name, position) be added to/removed from (choose one) the school's Mackin OMS account as library manager."
 2. Please include the following information in the email:
 - Name of the person to add/delete:
 - Title of the person to add/delete:
 - Email Address of the person to add/delete: (Please ensure the email address is one that is actively used)
 - School Address:
 - School Phone Number:
- e) You will receive an email from lirsupport@southernunion.com within 24-48 hours with the Mackin.com login credentials. Your principal, Julie Shea (Mackin), the SU-LIR Associate Director, and lirsupport@southernunion.com will be copied on this email.
- f) It is important that a written request be submitted due to frequent personnel/volunteer changes. Please do not call or email the SU-LIR office to add/delete users on the school's account. Both this office and Mackin must have a written request from the principal in order to do so.
- g) Please submit a completed current [SU-LIR School Contact Form](#) each August.

B. Click [here](#) for directions on getting your teachers started with Mackin and MackinVIA.

C. Click [here](#) for directions on getting your students started with Mackin and MackinVIA.

Library/Information Resources Quick Start Reference Guide

- D. To view your school fund account, transactions, balance and details, login to Mackin.com with your username and password.



- E. The current active school year will be displayed.

Current ACA CHARLOTTE Accounts

Past | **Current** | Future | All Add New Account

1 account found for "Current" ACA CHARLOTTE accounts search criteria

Account	Description	Funds	Balance
SY2017-18	LIBRARY	\$2,273.21	\$2,273.21

- F. If you want to see all or a particular school year, click **All** and all years will appear.

All ACA CHARLOTTE Accounts

Past | Current | Future | **All** Add New Account

3 accounts found for "All" ACA CHARLOTTE accounts search criteria

Account	Description	Funds	Balance
SY2015-16	LIBRARY	\$0.00	\$0.00
SY2016-17	LIBRARY	\$1,099.91	\$0.00
SY2017-18	LIBRARY	\$2,273.21	\$2,273.21

- G. Click the school year you wish to see.

Account: SY2017-18

[Account Details](#)

Account Name:	SY2017-18
Famis Code:	
Location:	ACA CHARLOTTE
Description:	LIBRARY
Funds:	\$2,273.21
Balance:	\$2,273.21
Fund Stop:	<input checked="" type="checkbox"/> End of Fiscal Year or when Balance is \$0.00
Availability:	Monday, January 1, 2018 Through Thursday, November 29, 2018
Actions:	Edit Clone Transfer Adjust Add User Add Group
View:	History Pending
Groups Associated:	

User	Role
ANDREA HENRY SMITH	Level 1 Approver - L1
RICHARD ANDERSON	Superintendent
GARY ROUSE	Superintendent
Terry Tryon	Secondary User
Wendell Gammon	Info Resource Spec
DIANE RUFF	Superintendent
TAMARA LIBONATI	Superintendent

- H. To view transactions, click **History**.

Library/Information Resources Quick Start Reference Guide

- I. Transaction details can be viewed by hovering over any yellow bubble.

ACA CHARLOTTE History

School Name: ACA CHARLOTTE
 Account: SY2017-18
 Description: LIBRARY
 Funds: \$2,273.21
 Balance: \$2,273.21
 Availability: Monday, January 1, 2018 Though Thursday, November 29, 2018

Transaction ID	Date/Time	User	Function	Purchase Order	Invoice #	Notes	Starting Balance	Transaction Amount	Ending Balance
3584477	12/6/2017 3:42:01 PM	MONIKA DEBADELLEN	Acct Credited				\$0.00	\$10.00	\$10.00
3585607	1/22/2018 12:39:25 PM	MONIKA DEBADELLEN	Fund Adjustment				\$10.00	\$404.72	\$414.72
3585608	1/22/2018 12:39:53 PM	MONIKA DEBADELLEN	Fund Adjustment				\$414.72	\$1,016.09	\$1,430.81
3585609	1/22/2018 12:40:57 PM	MONIKA DEBADELLEN	Fund Adjustment				\$1,430.81	\$842.40	\$2,273.21

- J. Click your back arrow to return to a screen, or click [OMS](#) or [Options](#) to start again.

- K. Ordering materials from Mackin.com.

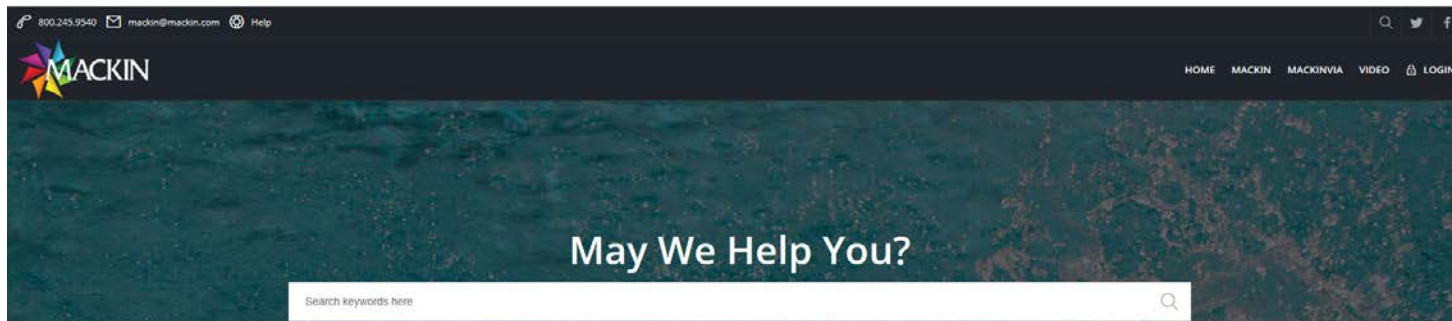
1. Custom made lists are available in Mackin.com under my account, my lists. Contact Julie Shea, the mackin.com customer service manager for the Southern Union, at
2. 800-245-9540, to help you create/merge lists and when you' re ready to order.
3. The purchase price, up to the amount available to spend, will be deducted from your OMS account. There are no shipping costs and your books arrive 'Shelf-ready' .
4. When a shipment takes place, SULIR and the library manager receives a Mackin Educational Resources Shipment Notification email with several files attached including the invoice and the MARC file.
5. SULIR uploads the MARC records to your library collection for you. If you wish to complete this operation, click [here](#) for directions and notify SULIR immediately to avoid duplication of records.
6. Once the order is delivered, verify the items shipped match the invoice/packing slip enclosed. Do not pay the invoice.
7. Your order must be received in Mackin.com to certify the items ordered were received and can be paid for by the Southern Union Conference. SULIR cannot receive the orders in Mackin.com for you. Click [here](#) for directions on how to receive your order in Mackin.com.

Library/Information Resources Quick Start Reference Guide

Help.Mackin.com

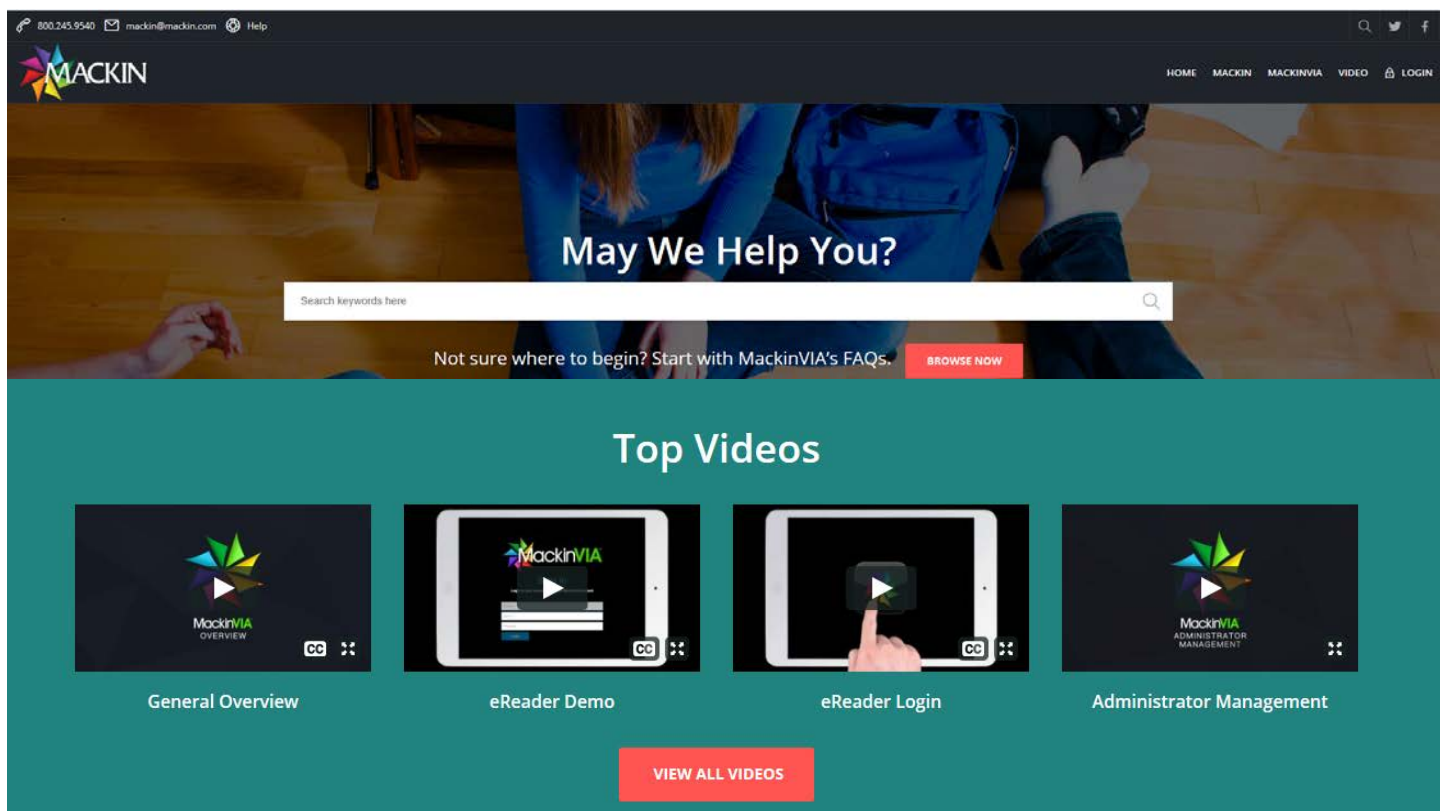
A. Access Mackin.com and MackinVIA tutorials, videos, and content at

<https://help.mackin.com/>.



B. Log in to Mackin.com and click MackinVIA for the Librarian/Administrator Guide:

<https://help.mackin.com/mackinvia/> for the General Overview training videos and FAQs.



Library/Information Resources Quick Start Reference Guide

MackinVIA.com

MackinVIA is the student's gateway to over 2 million eBooks, over 65,000 digital audiobooks, hundreds of educational databases, and a large selection of streaming videos. Learn more by visiting MackinVIA at: <https://help.mackin.com/mackinvia/> to view videos and review FAQs.

To use MackinVIA, create backpacks for each student with an account login and password. Go to <https://www.adventistedge.com/library-services/forms-instructions/> and scroll down to [MackinViaBackpacs Instructions](#) or click [here](#) for instructions on how to create backpacks for your students. Contact SULIR for assistance and/or if you prefer SULIR create the backpacks for your students, email lirsupport@southernunion.com with your request.

Library/Information Resources Quick Start Reference Guide

SULIR

- A. SULIR offers trainings with continuing education units (CEU) clock hours and certificates of trainings for completion of the following topics:
 - 1. Mackin.com/MackinVIA – (2 CEU clock hours)
 - 2. Mandarin 5: Basic Onboarding Training – (1 CEU clock hour)
 - 3. Mandarin 5: Organizing Your Library Training – (2 CEU clock hours)
- B. Visit <https://www.adventistedge.com/events/> to select and register for trainings throughout the year.
- C. Call SULIR at 770-408-2185 or email lirsupport@southernunion.com to schedule your specialized, individual school training session or visit.

Library/Information Resources Quick Start Reference Guide

A Brief Summary of the Guide to the Teaching of Literature in Seventh-day Adventist Schools

“The great aim of the teacher should be the perfecting of Christian character in himself and in his students.”
Council to Parents and Teacher p. 68

Literature selected in Seventh-day Adventist schools should...

- Tend to draw the reader to Christ.
- Lead to the development of the whole person.
- Give a comprehensive view of the universe.
- Help solve fundamental problems.
- Answer questions on the origin, nature, and destiny of humankind.
- Emphasize the true, the honest, and the beautiful.
- Give primary emphasis to character-building.
- Transmit the spiritual ideas, beliefs, attitudes, and values of the Church.
- Encourage students to be thoughtful, law-abiding citizens and loyal, conscientious Christians.

The study of secular literature, carefully guided and studied with a sober regard to the positive principals set forth in Holy Scripture and emphasized in Ellen G. White’ s writings, is legitimate for Seventh-day Adventist schools. However, it should...

- Be serious art that will lead the significant insights into human nature and will be compatible with Adventist values.
- Avoid sensationalism and maudlin sentimentality.
- Not be characterized by profanity or other crude and offensive language.
- Avoid elements that give the appearance of making evil desirable or goodness appear trivial.
- Avoid simplified, excitingly suspenseful, or plot-dominated stories that encourage hasty and superficial reading.
- Be adapted to the maturity level of the group or individual.

Fictional literature should NOT be ...

- Addictive.
- Sentimental, sensational, erotic, profane, or trashy.
- Escapist, causing the reader to revert to a dream world and to be less able to cope with problems of everyday life.
- A distraction from serious study and devotional life.
- Time consuming and valueless.

Library/Information Resources Quick Start Reference Guide

Teachers of literature in Seventh-day Adventist schools should...

- Choose materials and teaching methods designed to encourage the development of mature Christian students, committed to the search for wisdom and truth and concerned with the physical and spiritual well-being of humanity.
- Assist students in discovering the present-day relevance of Biblical literature and the writings of Ellen G. White.
- Include materials that sharpen perceptions, provide fresh insights, and challenge values that students have accepted or held without critical examination.
- Include literature which reflects and nourishes the ethnically diverse character of our society.
- Consider the Adventist constituency of the school, the homes from which the students come, and most importantly the students themselves when choosing material.
- Provide optional acceptable reading to those whose interpretation of the Spirit of Prophecy or Biblical principles differ from those given here.

Adapted from the *Guide to the Teaching of Literature in Seventh-day Adventist Schools* prepared by the Department of Education, General Conference of Seventh-day Adventists.

(See: following pages for more information)



Library/Information Resources Quick Start Reference Guide

Weeding Criteria

For weeding a collection, SU-LIR considers all the selection criteria except price in addition to following the CREW Method. The CREW Method of weeding is one popular system many librarians use. CREW stands for Continuous Review, Evaluation, and Weeding. The acronym MUSTIE sums up the main criteria used in the CREW Method:

M = Misleading--factually inaccurate

U = Ugly--worn beyond mending or rebinding

S = Superseded--by a new edition of by a much better book on the subject

T = Trivial--of no discernible literary or scientific merit

I = Irrelevant--to the needs and interests of your community

E = Elsewhere--material may be obtained expeditiously through interlibrary loan

CREW: A Weeding Manual for Modern Libraries.

<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf> State Library and Archives Commission

Additional criteria to look at for weeding is the frequency that an item is checked out and whether there are multiple copies when only one is needed. Items you may want to consider keeping include classics, local history yearbooks, titles on current reading lists, biographical sources, award winners, school publications, and out-of-print titles that are still useful.

How to Weed

Design a plan that includes a schedule and goals for the weeding process. Schedule weeding during an uninterrupted time. Have post-its, carts, and boxes available. Look at each book and apply your criteria. If pulling the book, note the reason and place on a cart for mending or in a box for disposal. Having documentation for removal is important in case others question it and it may help with budgeting. Do not forget to remove records from the circulation system.

Library/Information Resources Quick Start Reference Guide

Take Action

If you do not have a weeding plan in place and would like help developing a plan, please contact Andrea Henry-Smith at Southern Union Office of Education – Library/Information Resources at 770-408-1800 – Email: LIRSupport@southernunion.com asmith@southernunion.com or call Mackin Collection Analysis Department at 800-245-9540.

Library/Information Resources Quick Start Reference Guide

Southern Union Education Codebook Numbers

Please access the Southern Union Education Code Book [here](#). Codes specific to the Library and Media Center are:

3240 – Library/Information Resources Center (LIRC)

5038 – Library/Information Resource Center (LIRC), Elementary

5105 – STANDARD NINE GRADE PROGRAM

5210 – Library/Information Resources Center (LIRC), Secondary

Library/Information Resources Quick Start Reference Guide

Operation Procedures

Things to Consider When Setting up Your Library

1. Hours of Operation
 - a. Hours - school year hours
 - b. Summer hours, if any
2. Library floor plan
3. Library emergency evacuation plan
4. Students from classrooms
 - a. Can students be sent to the library anytime?
 - b. How many can come at once?
 - c. Will they need a pass?
 - d. Are study halls in the library?
5. Circulation
 - a. Students – How long will students be allowed to check out books?
 - b. What will students need to check out books? ID card? Any ID?
 - c. When will students be able to check out books? Student schedule
 - d. Will reference books circulate?
 - e. Will magazines circulate?
 - f. How will a classroom library handle circulation issues?
 - g. Fines – Will fines be charged for late books or lost/damaged books?
 - 1) If so, how much?
 - 2) How will that be collected and when?
6. Staff – Length of time they may keep materials.
 - a. How do you get materials back from teachers?
 - b. What do teachers need to check out materials? Any ID?
7. Inventory - Plan for regular inventory cycle of all school library materials.
 - a. Check classroom libraries for lost books.
 - b. Check with staff for lost books.

Library/Information Resources Quick Start Reference Guide

8. Technology:
 - a. For what equipment is the library responsible?
 - b. What are the circulation policies for those items?
 - c. If stationed in library, what is the school's acceptable use and code of conduct for those items?
9. Library Expectations for Students - include school behavior and/or library/media center behavior expectations.
10. Teacher Schedule, if classes come on a regular schedule.

Helpful Links for Operating your Library

1. Fines

- a. <http://listserv.syr.edu/scripts/wa.exe>
- b. <http://www.teenlibrariantoolbox.com/2016/08/things-i-never-learned-in-library-school-should-libraries-charge-fines/>
- c. <https://lj.libraryjournal.com/blogs/annoyedlibrarian/2013/05/22/life-lessons-your-library/>
- d. <https://www.libraryjournal.com/?detailStory=doing-fines-fines-fees>
- e. <https://www.scll.org/read-away-fines/>

2. School Library Policies and Procedures Examples

- a. [Sample_2017 MCE Policies and Procedures.pdf](#)
- b. Denton Independent School District – <http://www.dentonisd.org/site/Default.aspx?PageID=330>
- c. Mississippi Public & Nonpublic School Library Guide and Resources – [http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/ms-school-library-guide-2017-\(2\)-20170307.pdf?sfvrsn=2](http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/ms-school-library-guide-2017-(2)-20170307.pdf?sfvrsn=2)
- d. Library Media Center Handbook
<http://dresdenes.dekalb.k12.ga.us/Downloads/Library%20Media%20Center%20Handbook%20III2.pdf>

3. Acceptable Use Policy Examples

- a. Examples of K-12 Acceptable Use Agreements: [Acceptable Use Policies - K-12 Blueprint](#)
- b. [This handbook is provided for the benefit of Forest Lake Academy ... pp. 43-49 is FLA's Technology Policy](#)

4. Behavior examples

- a. <http://www.wrmslibrary.org/home/-library-rules>
- b. <http://wacs.wnyric.org/Page/189>
- c. <https://elementarylibrarian.com/behavior-management-in-the-library/>

Library/Information Resources Quick Start Reference Guide

Collection Development Policy/Plan

Collection Development Plan

The school library exists to support the school's curriculum. As such, it is important that each school is intentional and deliberate about the materials included in their collection. Schools should customize/create a Collection Development Plan that best fits the needs of the school, using the following categories:

Selection Criteria

The school library needs to be very clear regarding how the materials in the library are to be selected. The Southern Union has provided guidelines on aligning the content with [SDA Guidelines](#). Beyond that, the following criteria should be included in your selection process:

1. **Format:** What type of materials will your library include? May include print books, ebooks, audio books, periodicals (magazines), DVDs, professional development materials, or other materials.
2. **Appropriateness:** Are resources appropriate to the age of your students? Is the reading level suitable, providing both lower level and challenging selections? Does the content support the school's curriculum and values?
3. **Accuracy:** Does the material contain accurate information from a reliable source?
4. **Cost:** Is the material the most cost-effective source of information?
5. **Literary merit:** Does the material enhance the quality of literature in the library? Does it provide other people's viewpoints for the students to consider?
6. **Physical quality:** Will the material hold up well with use?

Weeding

The library should be as diligent and deliberate regarding the deselection of books as it is in the selection of them. In a library, the deselection process is often referred to as "weeding", as you would in your garden. The purpose is to remove outdated, damaged, or irrelevant books to ensure that the best books we have to offer our students are able to be easily accessed and appreciated. For an in-depth description of weeding, you can review the CREW method developed by the Texas State Library and Archives Commission at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>, or

Library/Information Resources Quick Start Reference Guide

use the following acronym MUSTIE coined by the American Library Association in cooperation with the Texas State Library.

M-Misleading, inaccurate, or obsolete content

U-Ugly or worn out

S-Superseded by a newer version

T-Trivial

I-Irrelevant

E-Elsewhere

Repair and Disposal

SU-LIR participating schools may submit a [Book repair form](#) listing the items that need repair. Instructions are included on the form. MackinBound books are fully guaranteed against defects as long as the purchased ISBNs remain in print. Visit [here](#) for the MackinBound book repair procedure. Your library should have a policy regarding the disposal of weeded books. Books that are damaged beyond repair should be disposed in the trash or recycling facilities. Books that are weeded for other criteria may be donated to other organizations, given away, or disposed in receptacles designated for recycling.

Inventory

The collection should be inventoried regularly to ensure accurate records. Ideally, inventory will be done through Mandarin or the program currently used by your school. After completing the inventory, print a report of the uncounted books, and do a final verification that they are not on the shelf. Check with teachers to verify that the book is not in a classroom. If a book is not found, mark it as "lost" in your system.

Gifts

Most schools have a generous community who enjoys donating books to the school library. The school should include a specific plan explaining what will be done with those gifts. An example is shown below:

The library gratefully accepts monetary and tangible gifts to be used in the library. Any monetary donations should be clearly marked for use in the library (along with any restrictions or specification for use) and made through the school office or directly to the school treasurer. Donations of books and other materials become the property of the (*your*

Library/Information Resources Quick Start Reference Guide

library name here). They will be assessed for appropriateness of use using the criteria noted in the "Selection" section. Any books not determined as useful will be donated to other organizations or recycled.

Challenge Procedure

It is likely that the library will have materials that someone in the community will feel is inappropriate for the school library. In order to ensure objectivity and that the community member is heard, each school should have a specific Book Challenging challenge in place. See sample Challenge Form [here](#). This procedure should include a form for the community member to fill out as well as a detailed timeline of how the challenge will be handled and by whom. An example is below:

If a parent, student, or community member has concerns about the content of a book from the library, a Challenge Request should be completed and submitted to the Library Media Committee for review. The committee will review the material(s) and the submitted concerns within one week. A recommendation will be given at the next scheduled school board meeting. The board will then make the final determination. The school principal will provide written notification of the board's decision to the challenger. If the challenger is not satisfied with the result, an appeal may be made at the (your local) Conference level. While the review procedure is taking place, the book will be removed from circulation.

Helpful Links for Challenge Procedure

- a. https://www.ala.org/ala/oif/challengesupport/reporting/challengedatabaseform_2003.pdf
- b. <http://www.ala.org/tools/challengesupport>

Helpful Links for Collection Development

- a. <http://www.southern.edu/mckee-library/about-us/library-policies/collect-dev-pol.html>

Library/Information Resources Quick Start Reference Guide

Appendices & Helpful Links

CREW: A Weeding Manual for Modern Libraries

<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>

State Library and Archives Commission

Please see <https://www.oclc.org/en/dewey/features/summaries.html> for the complete explanation of the Dewey Decimal Classification.

Challenge Procedure

- a. https://www.ala.org/ala/oif/challengesupport/reporting/challengedatabaseform_2003.pdf
- b. <http://www.ala.org/tools/challengesupport>

Collection Development

- a. <http://www.southern.edu/mckee-library/about-us/library-policies/collect-dev-pol.html>

Operating your Library

1. Fines

- a. <http://listserv.syr.edu/scripts/wa.exe>
- b. <http://www.teenlibrariantoolbox.com/2016/08/things-i-never-learned-in-library-school-should-libraries-charge-fines/>
- c. <https://lj.libraryjournal.com/blogs/annoyedlibrarian/2013/05/22/life-lessons-your-library/>
- d. <https://www.libraryjournal.com/?detailStory=doing-fines-fines-fees>
- e. <https://www.scl.org/read-away-fines/>

2. School Library Policies and Procedures Examples

- a. [Sample_2017 MCE Policies and Procedures.pdf](#)
- b. Denton Independent School District – <http://www.dentonisd.org/site/Default.aspx?PageID=330>
- c. Mississippi Public & Nonpublic School Library Guide and Resources – [http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/ms-school-library-guide-2017-\(2\)-20170307.pdf?sfvrsn=2](http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/ms-school-library-guide-2017-(2)-20170307.pdf?sfvrsn=2)
- d. Library Media Center Handbook
<http://dresdenes.dekalb.k12.ga.us/Downloads/Library%20Media%20Center%20Handbook%20III2.pdf>

3. Acceptable Use Policy Examples

- a. Examples of K-12 Acceptable Use Agreements: [Acceptable Use Policies - K-12 Blueprint](#)
- b. [This handbook is provided for the benefit of Forest Lake Academy ... pp. 43-49 is FLA's technology policy](#)

Library/Information Resources Quick Start Reference Guide

4. Behavior examples

- a. <http://www.wrmslibrary.org/home/-library-rules>
- b. <http://wacs.wnyric.org/Page/189>
- c. Basic set up/start of year ideas: <https://elementarylibrarian.com/behavior-management-in-the-library/>

Library Lesson Plans

1. <https://elementarylibrarian.com/lesson-plan-resources/>
2. https://www.google.com/url?sa=t&rct=j&q=&src=s&source=web&cd=7&cad=rja&uact=8&ved=0ahUKEwiqs9WxyqTcAhWK2VMKHS7QDiQQFgiQATAG&url=https%3A%2F%2Fwww.pinterest.com%2Fcari_young%2Felementary-library-lessons%2F&usg=AOvVaw1BLQXlyZoyZMfqxMd_rrg2
3. <http://hcps2.hanover.k12.va.us/instruction/media/First%20combined%20062003.pdf>

Additional Helpful Links

1. OCLC for cataloging help: <http://classify.oclc.org/classify2/>
2. Library of Congress: https://www.usg.edu/galileo/skills/unit03/libraries03_04.phtml
3. American Library Association: ala.org
4. American Association of School Librarians: ala.org/aasl
5. Scholastic Librarians: <http://www.scholastic.com/librarians/?esp=CORPHP/ib/////NAV/Parents/MAIN/LibHP////>
6. Reviews:
 - a. commonsensemedia.org
 - b. goodreads.com
 - c. thechildrensbookreview.com
 - d. <https://www.kirkusreviews.com/book-reviews/childrens/>
7. Supplies:
 - a. [SU-LIR Supply List](#)
 - b. demco.com
 - c. thelibrarystore.com
 - d. shopbrodart.com
8. Book Repair:
 - a. [Book repair form](#)
 - b. [MackinBound book repair](#)
 - c. [Step by Step Guide to Book Repair for Beginners](#)
 - d. [Book Repair 101](#)

Library/Information Resources Quick Start Reference Guide

Glossary of Library Terms

813 – Fiction: 813 is the DDC classification for fiction, specifically American fiction in English.

AASL – American Association for School Librarians; a professional membership organization that is focused on school libraries.

ALA – American Library Association, the oldest and largest professional library association in the world.

ALSC – Association for Library Services to Children; an ALA division focused on services to children within the library.

Bar Codes – Became commercially successful when they were used to automate supermarket checkout systems. Their use has spread to many other tasks. Barcodes on books allow for a scanner to check books out easily and also take inventory in a much more efficient manner. Books ordered from Mackin come with barcodes.

Book Awards:

Belpre Award – Annually awarded to a Latino author and illustrator who best portrays and celebrates Latino culture. <http://www.ala.org/alsc/awardsgrants/bookmedia/belpremedal>

Caldecott Medal – Annually awarded by ALSC to the artist of the most distinguished picture book of that year. Runners up receive a Caldecott Honor.
<http://www.ala.org/alsc/awardsgrants/bookmedia/caldecottmedal/caldecottmedal>

Children's Literature Legacy Award – Formerly known as the Laura Ingalls Wilder Award, awarded annually to an author or illustrator whose collected works have made a significant impact on children's literature.
<http://www.ala.org/alsc/awardsgrants/bookmedia/wildermedal>

Corretta Scott King Award – Awarded annually to authors and illustrators of books that demonstrate an appreciation of African American culture and universal human values. <http://www.ala.org/rt/emiert/cskbookawards>

National Book Award – A collection of awards for a variety of categories, including young people's literature.
<http://www.nationalbook.org/>

Newbery Medal – Annually awarded by the ALSC to the author of the most distinguished children's literature book of that year. Runners up receive a Newbery Honor.
<http://www.ala.org/alsc/awardsgrants/bookmedia/newberymedal/newberymedal>

Siebert Award – Annually awarded to the author and illustrators of the best informational books of the preceding year. <http://www.ala.org/alsc/awardsgrants/bookmedia/sibertmedal>

Library/Information Resources Quick Start Reference Guide

Geisel Award – Annually awarded to the author and illustrator of the best beginning reader book of the preceding year. <http://www.ala.org/alsc/awardsgrants/bookmedia/geiselaward>

The Scott O'Dell Award for Historical Fiction – Awarded annually to an author of a distinguished historical fiction book of the preceding year. <https://scottodell.com/the-scott-odell-award>

Book types:

Trade Hardcover/T-HC – A standard publisher hardcover bound book, and is most often what you find in a local bookstore.

Library Reinforced/L/R – Bindings are publisher hardcover books. The Library binding is the best available binding and has been specially reinforced to last longer. It is intended for high-volume library use and is made to withstand the rigors of repeated checkouts. A Trade Hardcover binding is a standard hardcover and is most often what you find in a local bookstore.

Paperback/PBK – A book bound in stiff paper or flexible cardboard.

MackinBound/MB – A Pre-bound paperbacks that are a cost-effective alternative to publisher hardcover books and carry a lifetime guarantee. Many paperback books can be converted to a hardcover binding called a MackinBound (commonly called a 'prebound paperback'). All MackinBound books are fully guaranteed against defects as long as the purchased ISBNs remain in print.

MASS Titles – Paperback titles produced by the publisher for the mass market. These books are generally smaller and contain lesser quality paper than the traditional paperback.

KAPCO Cover – A clear laminate that is applied to the entire cover of a paperback book to provide added protection to the book. Mackin is able to add Kapco covers to paperback titles for a charge of \$1.79 per book.

CD/Audiobooks (or talking book) – A recording of a text being read. A reading of the complete text is noted as "unabridged", while readings of a reduced version, or abridgement of the text are labeled as "abridged".

E-Book – An electronic book (or e-book or eBook) publication made available in digital form, consisting of text, images, or both, readable on the flat-panel display of computers or other electronic devices.^[1] Although sometimes defined as "an electronic version of a printed book",^[2] some e-books exist without a printed equivalent. E-books can be read on dedicated e-reader devices, but also on any computer device that features a controllable viewing screen, including desktop computers, laptops, tablets and smartphones.

Single-user License – Only one person can use this title at a time.

Multi-user License – Simultaneous access is provided so more than one person at a single site can use this title at the same time.

Subscription Access – Digital resource available for a limited period. At the end of the subscription period, you must renew your subscription to continue access. Subscription periods are noted for applicable titles and may be based on time-frame (such as one year) or number of checkouts (such as 26 checkouts).

Perpetual Access – Purchase this digital resource once and gain perpetual access.

PlayAways – An all-in-one product. It is a highly portable, easy-to-use player that comes with an entire audiobook loaded. More titles can be added.

Library/Information Resources Quick Start Reference Guide

Catalog – A list or registry of all the items in a library's collection. Most libraries have online catalogs now (See OPAC).

Cataloging – The process of creating an electronic record of an information source, such as a book. Cataloging is performed according to a specific set of rules, and includes information such as title, author, publisher, copyright date, and physical description.

Challenge – An attempt to remove or restrict materials, based upon the objections of a person or group. A banning is the removal of those materials.

Challenge Policy – A specific plan for dealing with complaints about a book's appropriateness. This should be included in a library's Policies and Procedures document.

Circulation – Refers to the lending of library materials. It is the process of checking library materials out of the library for use and back into the library upon return.

Classroom library – An organized and functional space that young children can use independently to browse books.

CLCD Reviews – Children's Literature Comprehensive Database (CLCD) is a reference service, offering more than 300,000 reviews of children's books and multimedia from 30+ review sources. For more information about CLCD, visit www.childrenslit.com. **Collection:** Usually refers to the assortment of resources contained in a library. It can refer to the physical resources (books, periodicals, etc.) and the digital (databases, ebooks, etc.).

Collection Analysis – Scrutinizing your library's collection against what the school's curriculum or goals require.

Things to include:

- evaluation of core works
- collection strength
- collections budget analysis
- gap analysis
- evaluation of magazines
- assessment of all e-resources
- collection currency and age
- usage of e-resources
- estimation of costs of new collections

Copyright – The exclusive legal right to publish, distribute, record, exhibit, or duplicate material—this includes printed, audio, visual, and art. For more information, see www.copyright.gov

Curriculum – Refers to the knowledge and skills students are expected to learn, which includes the learning standards or learning objectives they are expected to meet; the units and lessons that teachers teach; the assignments

Library/Information Resources Quick Start Reference Guide

and projects given to students; the books, materials, videos, presentations, and readings used in a course; and the tests, assessments, and other methods used to evaluate student learning.

Cutter Number (no longer used in school libraries) – Also called *Cutter*, a method of representing words or names by using a decimal point followed first by a letter of the alphabet, then by one or more Arabic numerals. It is named for Charles Ammi Cutter, who developed several tables using letters and numbers to achieve an alphabetical arrangement. Single Cuttering typically uses the author number/Cutter. Where double Cuttering is used, the second Cutter is sometimes known as the book or author number/Cutter, while the first is alternately the subject or class Cutter or, in the case of literature, the author Cutter. *Example:* Call number: 456.U558G66- *Cutter Number*, U58 [for the *United States*], G66 [for *Goodrum, the author*] 1991.

Dewey Decimal Classification (DDC) System – A general knowledge organizational tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and was first published in 1876. The ten main classes are:

- 000 Computer science, information & general works
- 100 Philosophy & psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts & recreation
- 800 Literature
- 900 History & geography

Please see <https://www.oclc.org/en/dewey/features/summaries.html> for the complete explanation of the DDC.

DOGObooks Ratings and Reviews – A popular site where kids discover, review and rate books. The goal is to provide a fun, safe and interactive environment for children to share their reactions, thoughts and opinions about books. All book selections and reviews are moderated prior to being published. Visit (www.dogobooks.com).

Integrated Library System (ILS) or Library Management System (LMS) – Used by libraries to order and acquire, receive and invoice, catalog, circulate, track and shelve materials.

Inventory – In a library this primarily involves checking the library collection on the shelves against the catalogue as well as other library materials. You are trying to ensure that your catalogue is accurate, costs and losses are estimated, missing items are replaced or withdrawn, and materials are evaluated and strengths are analyzed in your collection. Inventory is efficiently accomplished with your OPAC using a scanner on the book bar codes.

ISBN – Stands for *International Standard Book Number*. This can be 10 digits (books printed through 2006), or 13 digits. It's usually located on the back of the book under the barcode. You can also find it printed on the front matter of the book (the page with publication information).

Library/Information Resources Quick Start Reference Guide

Learning Commons – Also known as scholars' commons, information commons or digital commons, are learning spaces, similar to libraries and classrooms that share space for information technology, remote or online education, tutoring, collaboration, content creation, meetings and reading or study. Architecture, furnishings and physical organization are particularly important to the character of a learning commons, as spaces are often designed to be rearranged by users according to their needs. Learning commons may also have tools, equipment, makerspaces, and/or publishing services available for borrowing or use. Along with the so-called "bookstore model," which is focused on customer service, bookless or digital libraries, the learning commons or digital commons is frequently cited as a model for the "library of the future."^[4]

Library of Congress Classification System (LC) – A system of classifying and organizing books in a library. Often used in academic (college level) and special libraries. Not generally used in elementary or secondary school.

Library Databases – A searchable electronic (online) catalog or index. When searching a database you are not searching "the web". Libraries can subscribe to many databases, which allow you to find:

- Articles in Journals/Magazines/Newspapers
- Reference Information (i.e. entries from Encyclopedias, Dictionaries, etc.)
- Books & other documents

Mackin – Mackin.com is an educational resources provider, that provides library and classroom materials for grades PK-12.

MackinVIA: The portal owned by Mackin where schools can access their digital resources

Compendium Titles: Mackin's semiannual compilation of the nations most highly recommended K-12 library titles. All

Compendium titles are denoted with a flower icon in Mackin's title search (🌸)

Makerspace – A makerspace is a collaborative work space inside a school, library where students can gather to create, invent, tinker, explore and discover using a variety of tools and materials. These spaces provide hands on learning, and help to prepare students with critical 21st century skills in the fields of science, technology, engineering and math (STEM). These spaces can be non-tech, low tech or include equipment such as 3D printers, laser cutters, soldering irons and even sewing machines.

Mandarin Library Automation Solutions – A Web-based, customizable Library Management system. This is the library management system currently used by Southern Union Schools participating in the Southern Union Library/Information Resources Program.

MARC Records – A MACHine-Readable Cataloging record. Please refer to

<https://www.loc.gov/marc/umb/um01to06.html> for a full definition of a MARC record and each field that comprises the MARC record.

OMS – Stands for Online Management System. This is a way to catalog and manage the library's collection electronically.

Library/Information Resources Quick Start Reference Guide

OPAC – An online public access catalog (often abbreviated as OPAC or simply library catalog) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

Periodical – A Magazine or other journal that is issued at regularly recurring intervals.

Plagiarism – The practice of taking someone else's work or ideas and passing them off as one's own.

Reading Level Tools:

Lexile – A method for measuring a student's or a text's reading level, using a scale of BR (Beginning Reader) to 1300+. After testing, students will receive a Lexile range (e.g. 300-385) indicating what level of books they are most likely to be able to read successfully with no support. A book receives a Lexile score based on two factors: word frequency and sentence strength.

Accelerated Reader – A computerized program that some schools use to measure reading progress. Students read books, then take short quizzes on the content of the book to determine comprehension level.

Fountas and Pinnell Benchmark Assessment System – A system that measures specific reading behaviors of students to help teachers plan effective reading instruction. Texts are graded with an A-Z level, which a teacher can use to match with a student's reading abilities for instructional or independent reading.

Reading Counts – A computerized reading program that tests student's comprehension (using **Lexile**), and monitors their progress using student quizzes over texts they've read.

Reference Materials – Resources that we refer to for a definition or simple coverage of a topic. There are many different types of reference materials - including dictionaries, encyclopedias, handbooks, companions, guides, etc., that are available in both print and electronic formats.

School Library – Within a school where teachers and students have access to books and other resources (or a school library media center) is a library within a school where students, staff, and often parents of a public or private school, have access to a variety of resources. The goal of the school library media center is to ensure that all members of the school community have equitable access "to books and reading, to information, and to information technology. A school library media center "uses all types of media... is automated, and utilizes the Internet [as well as books] for information gathering. School libraries are distinct from public libraries because they serve as "learner-oriented laboratories which support, extend, and individualize the school's curriculum... A school library serves as the center and coordinating agency for all material used in the school.

School Media Center – A library, usually in school, that contains and encourages the use of audiovisual media and associated equipment as well as books, and periodicals, etc.

Sears Subject Heading – A system of standard subject headings for **cataloging** books.

Library/Information Resources Quick Start Reference Guide

Shelf Report – From your OPAC will allow you to discover a list of items that are mis-shelved or missing from an inventory.

SIS – A student information system (SIS), student management system, school administration software or student administration system is a management information system for education establishments to manage student data. Student information systems provide capabilities for registering students in courses; documenting grading, transcripts, results of student tests and other assessment scores; building student schedules; tracking student attendance; and managing many other student-related data needs in a school.

Southern Union Education Codebook – Has codes for various church entities including schools and school libraries. Click [here](#) for the SU Education Codebook.

Spine Label – These are the labels attached to the edge or “spine” of the books to be seen when shelved. Typical elements of a spine label include the Dewey Decimal number, author abbreviation, copyright or purchase year, and other information a library may deem important for their purposes or specific shelving needs. 220.1 Swin 2012

Weeding – The systematic removal of resources from a library based on selected criteria. Please refer to the CREW method and MUSTIE. CREW: [CREW: A Weeding Manual for Modern Libraries](#)

Worldwide Rights (WWR) - Indicates the title is eligible for distribution outside of the United States in all foreign countries.

Library/Information Resources Quick Start Reference Guide

Electronic Journals & Resources

American Association of School Librarians - <http://www.ala.org/aasl/>

Booklist Online - <https://www.booklistonline.com>

Booklist Magazine - www.ala.org/booklist

Libraries Unlimited - <https://www.abc-clio.com/LibrariesUnlimited.aspx>

Mackin Community - <http://www.mackincommunity.com/library-transformation/>

School Library Journal - www.slj.com

State Book Awards - <https://www.mackin.com/hq/browse-titles/state-book-awards/>

Teacher Librarian Magazine - <http://teacherlibrarian.com/>

Technology & Learning - <https://www.techlearning.com/>

THE Journal - <https://thejournal.com/Home.aspx>

State Electronic Databases

Alabama – Alabama Virtual Library <http://www.avl.lib.al.us/> - helpdesk 256-971-7487 or 800-338-8320 – avlhelpdesk@asc.edu – Free to all Alabama residents.

Carolina NC – North Carolina WiseOwl http://www.ncwiseowl.org/AZ_List.htm - NCWiseOwl Toolkit <https://ncdpi.instructure.com/courses/1276>

Carolina SC – South Carolina Virtual Library <http://www.scdiscus.org/> 803-545-0201 discusoffice@statelibrary.sc.gov – Free to all South Carolina residents

Georgia – GALILEO (GeorgiA Library LEarning Online) 706-583-2007 - <http://www.galileo.usg.edu>

Florida – Florida Electronic Library - <https://www.flelibrary.com> 800-245-6631 info@flelibrary.org

Southeast Florida Library and Information Network (SEFLIN) 561-208-0984 - <http://SEFLIN.org>

Library/Information Resources Quick Start Reference Guide

Tampa Bay Library Consortium - <http://tbtc.org> (serves central Florida - Citrus, Desoto, Glades, Hardee, Hernando, Highlands, Hillsborough, Indian River, Lake, Manatee, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, and Saint Lucie).

Kentucky – Kentucky Virtual Library <https://www.kyvl.org/> 844-400-5985 kyvl@ky.gov

Mississippi - <http://magnolia.msstate.edu/>

Tennessee – Tenn-Share - <http://www.tenn-share.org/> - 615-669-8670. Free to all Tennessee residents.

Library/Information Resources Quick Start Reference Guide

Sources:

<http://www.ala.org/tools/>

<https://www.edglossary.org/>

<https://help.mackin.com/>

<https://www.mlasolution.com/>

<https://en.wikipedia.org/wiki>

Library/Information Resources Quick Start Reference Guide

Notes