



Ready to Shop!

Funds are for purchasing library materials for circulation and/or usage only
Read '*SU-LIR GUIDELINES SELECTION CRITERIA*' before making your purchase

PLEASE NOTE:

- Read this document in its entirety
- Funds are reimbursable only from receipts of approved purchases
- Only the school is payee. NO personal/individual reimbursement requests will be honored
- Complete and submit receipts with completed SU-LIR Library Reimbursement Form
- Email all documents to lirsupport@southernunion.com and contact us for any questions

Library funds can be used to purchase:

- Books (physical/digital/audio)
 - Book processing services - barcodes, labels & adding to library database
- Videos - DVD/Streaming services
- Databases
- Games - (physical/digital)
- Library/Makerspace equipment
- Library furniture - shelves, seating, decorations, desks, tables
- Audio Equipment - listening devices, centers, and headphones
- Computer hardware (library and/or student use only) - tablets, notebooks, iPads (including warranties, covers, carts, etc.)
- Computer software, i.e. RAZkids, GoGuardian
- Magazine Subscriptions (Digital and Hardcopy)
- Supplemental Curriculum Reading materials
- This is not a complete list - Please contact us for questions

Mackin Orders:

- Create a list in Mackin.com and place your order
- Contact Julie Shea at 800-245-9540 for assistance
- Books come shelf-ready with barcodes and labels attached
- Remember to 'Receive' your order in Mackin.com
- Invoice is paid by the Southern Union
- Free shipping with no added sales taxes
- MackinBound books are guaranteed for maximum circulation against manufacturing defects

Adventist Book Center Orders:

- Contact lirsupport@southernunion.com with your order
- The ABC will ship your order directly to your school and bill the Southern Union
- These items must be added to your electronic library system

Family Home Christian Book Orders:

- Contact lirsupport@southernunion.com with the items you want to order
- Materials will ship directly to your school
- These items must be added to your electronic library system

Library & Educational Resources Orders:

- Go to <http://www.libraryanded.com/> to create an account
- Order library materials directly from this vendor
- Do not pay for your order. Enter the SUC Library/Information Resources as billing address
- Spend no more than your school's fund balance as listed in mackin.com

Adventist Heritage Ministry, Scholastic, Amazon, Walmart and other Vendors:

- Contact lirsupport@southernunion.com with the items you want to order OR
- Place your own order directly with this vendor
- Submit order receipts to lirsupport@southernunion.com
- A check equal to the receipt total or your available library funds will be issued to your school within 7-10 business days

PLEASE NOTE!

- This is not a complete list of vendors. You may use any vendor to purchase library materials. Simply submit your receipt to lirsupport@southernunion.com for a refund up to your available funds.
- Order totals are deducted from your library fund balance.
- All materials purchased for circulation **must be added (cataloged)** to your school electronic library system (Mandarin/M5)