



Ready to Shop!

Read '*SU-LIR GUIDELINES SELECTION CRITERIA*' before making your purchase

PLEASE NOTE:

- Read this document in its entirety – major changes are in **RED**
- Funds are reimbursable only from receipts of approved purchases
- Only the school is payee. **NO** personal/individual reimbursement requests will be honored
- 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:

- **Due to the COVID-19 pandemic, purchases have been expanded to include electronic purchases for teachers, internet access, modems and other connectivity expenses. Please contact lirsupport@southernunion.com for questions**
- 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 (**including Teacher, library and/or student use and internet access**) - tablets, notebooks, iPads, **earphones/pods**, listening devices, etc. (including warranties, covers, carts, etc.)
- Computer software, i.e. **internet services**, RAZkids, GoGuardian
- Magazine Subscriptions (Digital and Hardcopy)
- Supplemental Curriculum Reading materials
- **THIS IS NOT A COMPLETE LIST OF REIMBURSEABLE EXPENSES - Please contact us for questions**

Mackin Orders:

- Create a list in Mackin.com and place your order
- Contact Mackin.com at 800-245-9540 and ask for the Southern Union Conference customer service representative for assistance in ordering and selecting materials
- 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



Ready to Shop!

Read '*SU-LIR GUIDELINES SELECTION CRITERIA*' before making your purchase

Adventist Book Center (ABC) 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
- Contact us for assistance and/or questions in cataloging your purchases

Library & Educational Services (LES) 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 following in the Bill to area:

First Name: Montina
Last Name: DeBardeleben
Email Address: mdebardeleben@southernunion.com
Phone Number: 770-408-2185
Fax Number: 770-408-1804
Company: Southern Union Conference
Address: 302 Research Drive
City: Peachtree Corners
State/Province: Georgia
Zip/Postal Code: 30092
Country: United States

- LES will ship the order directly to your school and bill the Southern Union
- The items ordered must be added to your electronic library system
- Contact us for assistance and/or questions in cataloging your purchases

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
- Contact us for assistance and/or questions in cataloging your purchases

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 the vendor
- Submit a completed SU-LIR reimbursement form and order receipts to lirsupport@southernunion.com
- These items must be added to your electronic library system
- Contact us for assistance and/or questions in cataloging your purchases



Ready to Shop!

Read '*SU-LIR GUIDELINES SELECTION CRITERIA*' before making your purchase

NOTE:

- **THIS IS NOT A COMPLETE LIST OF VENDORS.** You may use any vendor to purchase library materials. Simply submit the completed SU-LIR reimbursement form and your receipt to lirsupport@southernunion.com for a refund up to the amount of your available funds. Allow 7-10 business days for processing.
- Eligible order totals are deducted from your library fund balance on Mackin.com OMS.
- All materials purchased for circulation **must be added** to your school's electronic library system (Mandarin/M5). Contact us for training and/or assistance with cataloging
- Contact lirsupport@southernunion.com for assistance with spending your funds and/or making orders