



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.

Use your library funds 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 - Lego, manipulatives, arts & crafts supplies
- Library furniture - shelves, seating, computer carts, decorations, desks, tables
- Audio Equipment - listening centers and devices (headphones/earbuds)
- Magazine Subscriptions (Digital and Hardcopy)
- Supplemental Curriculum Reading materials
- **If you choose to use library funds to help supplement your technology budget and have not previously used library funds in this way (in the last three years), please email our office at lirsupport@southernunion.com to confirm and to get information on how to receive library funds.**
- The above is not a complete list. Please contact us if you have questions.

Mackin Orders:

- Create a list on Mackin.com and place your order
- Email customerservice@mackin.com or call 800-245-9540, for assistance
- Books ship shelf-ready with barcodes and labels attached
- Remember to 'Receive Your Order' on Mackin.com
- SU-LIR uploads the MARC records for the titles purchased
- The invoice is paid by the Southern Union and deducted from your school library fund balance
- Free shipping with no added sales taxes
- MackinBound books are guaranteed against manufacturing defects for maximum circulation

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
- You must add these titles to your school's 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
- You must add these titles to your school's electronic library system

Library & Educational Resources Orders:

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

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

- Contact lirsupport@southernunion.com with the items you want to order *OR*
- Place your 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.
- You must add these titles to your school's electronic library system.

PLEASE NOTE!

- The above 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)** in your school's electronic library system (Mandarin/M5)
- Contact us to set up library training in Mandarin/M5.