



## **LIBRARY/INFORMATION RESOURCES NEW TEACHER/ADMINISTRATOR PACKET**

An Information Resource Packet for Teachers new to the Southern Union  
Library/Information Resources Program

# SU-LIR New Teacher Packet

## Welcome!

Welcome to the Southern Union Library/Information Resources (SU-LIR) Program and congratulations on your new position. We are happy you're with us. We are here to serve you and to meet all your library needs.

## WHO to contact

- For library questions, concerns, trainings, changes in library personnel, system logins, library funds reimbursement, library training clock hours earned, organizing your library, digital resources:  
**Andrea Henry-Smith**, Associate Director  
The Southern Union Library/Resources Program  
[Adventist Edge | Library/Information Resources](#)  
(770)408-2186  
[asmith@southernunion.com](mailto:asmith@southernunion.com)  
**Betza Roman**, Library Information Resources/Technical Support Coordinator  
[broman@southernunion.com](mailto:broman@southernunion.com)  
[lirsupport@southernunion.com](mailto:lirsupport@southernunion.com)  
(770) 408-1800 ext. 185
- For Mackin.com material selection, orders, returns, etc.:  
Raquel Getchman – customer service representative for the Southern Union  
[raquel.getchman@mackin.com](mailto:raquel.getchman@mackin.com)  
(800) 245-9540
- For school library page technical support **Mandarin (M5) Library Automation Support:**  
[Support@mlasolutions.com](mailto:Support@mlasolutions.com)  
800-426-7477 ext. 413
- For annual library billing, dashboard access/changes in school personnel and questions  
**Your Conference Office of Education**

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## WHY Have A Library Program?

The SU-LIR program exists to enhance and promote student literacy. Studies show that students who develop a love for reading early in life excel in every subject. Providing age appropriate, quality, and interesting reading materials for students is essential to that goal. SU-LIR supports education professionals by providing them with resources to get students excited about reading and learning.

### Tools:

- **Mandarin (M5):** A state-of-the-art, union-wide, electronic library system which shortens the learning curve for teachers, library managers, and principals/head teachers when changing schools within the Southern Union Conference
- **Mackin.com:** The Online Management System (OMS) in Mackin.com that tracks library fund expenditures. The online shopping site that ships books ordered free of charge and shelf-ready
- **MackinVIA.com:** The online digital resource portal to all of the electronic resources provided for and purchased by your school. Access using your Mackin.com login credentials.
- Access to the library and digital resources 24/7, 365 days of the year from anywhere on any device
- Funds allocated each year to schools for library related purchases. Unused funds rollover to the next school year
- SU-LIR support and training available Tuesday-Friday, 10am to 4pm, ET, upon request

### Digital Databases:

- Britannica Digital Learning access fliers here: [Adventist Edge](#) | [Britannica Digital Learning](#)
  - Image Quest
  - Britannica School
  - E-Stax
- EBSCO access fliers here: [Adventist Edge](#) | [EBSCO](#)
  - Academic Search Complete
  - eBooks Schools
  - Points of View Reference
  - Ultra Online Package

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## WHAT Do We Offer?

### Cataloging

All items in your library must be cataloged/added to the system in order to search and circulate them. Refer to the Organizing Your Library with M5 training listed above for more details.

- When you purchase materials from Mackin.com, SU-LIR automatically uploads the MARC file to your system upon receipt of the Mackin.com shipment notification, free of charge. If you wish to complete this step yourself, please notify us.
- SU-LIR is also available to catalog/add materials to your system for a reimbursable fee per title.

### Ordering

Upon request, SU-LIR will order materials for your library. Please follow these instructions:

- Let us know how much of your library funds you wish to spend.
- Complete and submit the Profile Sheet found on [Adventist Edge | SU-LIR Resources](#)
- Send a list of the subject area, grade levels, titles, author names, and/or ISBN, etc. to order on your behalf.
- What is your vendor of choice? All materials will be ordered from Mackin.com unless otherwise noted.
- Notify us of any special circumstances regarding delivery of your order.

### Supplies

#### **What you need to know:**

- You will need a barcode scanner to expedite processing materials in your library. A Datalogic QuickScan QW2100 was issued to your school during the 2018-19 school year. The cost to replace the scanner is \$130 and is eligible for reimbursement from your library funds.
- Cataloging requires printing and affixing 2 barcode label stickers and one spine label sticker to each book, and covering each sticker (3) with a label shield. These reimbursable items are available for sale from SULIR or you may order them from the following websites:
  - Brodart (spine labels) - [Brodart Premium Quality Archival-Safe Paper SLB Spine Labels \(shopbrodart.com\)](#)
  - Avery (barcode labels) - [Avery 5160 Easy Peel Address Labels 1" x 2-5/8" 3,000 Labels | Avery.com](#)
  - The Library Store (label shields) - [Label Protectors - Poly-Shield Label Protectors - Rolls \(thelibrarystore.com\)](#)

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## Training

Online or in-person, upon request. Send 2-3 dates and times to [lirsupport@southernunion.com](mailto:lirsupport@southernunion.com) to schedule a training. Visit [Adventist Edge | Library Training Videos](#) to view training videos.

Check the [Adventist Edge](#) calendar regularly, to register for these upcoming trainings:

- [Mandarin \(M5\) Basic OnBoarding](#) - This is a basic orientation training designed for day one first time users. Learn how to access your school library page, how to search and circulate library materials using M5. Edit and print your patron list and more Clock Hours: 1.0
- [Organizing Your Library with Mandarin M5](#) - Do you need to organize your library collection, send overdue notices to parents, assess and collect fines, or learn how to catalog/add/delete materials from your library collection? Then this is the training for you. Prerequisite: Mandarin (M5) Basic OnBoarding Clock Hours: 2.0
- [Mackin.com](#) - Do you manage the library funds for your school? Want to know how much money is available for spending? This training teaches administrators, teachers, and library personnel how to shop, make lists, navigate and use Mackin.com and its Online Management System (OMS) Clock Hours: 1.0
- [MackinVIA.com](#) - Learn how to access free resources, activate/deactivate age level and content appropriate e-Resources for your student/class/school. Manage your classroom groups, create assignments and student backpacks. This training ensures you know how to navigate your school's online library resources through MackinVIA Clock Hours: 1.0
- [Accessing Your Digital Library Resources](#) - Distance learning is here to stay. Learning what resources are available to educators through SU-LIR, how to access them, and how to integrate them into your lesson plan is more critical now than ever. EBSCO, EB Online and InfoBase, including Classroom Video on Demand, Source Reference, Learn360, and World Almanac for Kids, are among those available Clock Hours: 2.0

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## HOW Do I Spend My Library Funds?

- Library funds are allocated each school year and do not expire. Schools should spend the library funds in the same school year they are allocated. Unused funds rollover to the next school year.
- First, visit [Adventist Edge | Vendors](#) and familiarize yourself with the [NAD SDA Guide to Teaching Literature and Ready to Shop!!](#) documents.
- Then, check with your school principal or library manager for your OMS library fund balance in Mackin.com. Contact us if you don't have login credentials for Mackin.com.
- To spend your funds in Mackin.com:
  - Contact the Mackin.com customer service representative at [customerservice@mackin.com](mailto:customerservice@mackin.com) or call 800-245-9540 to select materials, create a list and make purchases
  - No need to submit receipts to SU-LIR for Mackin.com purchases. The amounts are automatically deducted from your library fund balance. There are no shipping costs and every hardcopy book arrives shelf-ready. E-Books are available in MackinVIA.com
  - You will receive a shipment notification email from Mackin.com when the books ship ○ Visit the Southern Union Welcome page in Mackin.com OMS for directions on how to Receive your order, online ○ All materials purchased must be added to your electronic library system
- OR, purchase materials from a vendor or your choice and submit the receipts for reimbursement.
- NOTE: Library funds can be used to purchase reading materials in all formats (supplemental reading materials only - no textbooks), library cataloging supplies, stickers and labels, furniture, subscription fees, videos, DVDs, CDs, and much more. For technology purchase consideration please contact SU-LIR.

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## WHAT is the Reimbursement Process?

- Purchases made other than through Mackin.com, must be submitted for reimbursement
- Download, complete and submit the SU-LIR reimbursement form from [Adventist Edge | Vendors](#) and email to [lirsupport@southernunion.com](mailto:lirsupport@southernunion.com) with the receipts. Please allow 7-10 business days for processing.
- The amount of the purchase, up to the library fund balance, will be deducted from your school's library fund in OMS
- The following can impede processing your reimbursement:
  - Incomplete or ambiguous documentation/receipts that do not match or have incorrect totals
  - Incorrect payee: SUC Treasury will not reimburse individuals. The school must be listed as payee