

# Southside High School



**Lafayette Parish, LA**

**Opening Day  
Collection Services**



Mackin Educational Resources  
3505 County Rd 42 West  
Burnsville, MN 55306  
800-245-9540

The list we bid on included many titles that are out of print or currently unavailable. The total number of titles currently available on the requested list is:

**9,582 for a total dollar amount of \$146,160.10. (Average cost of \$15.25 per book)**

Our New School Services are designed to make things easy for you and to provide everything you need to support your students. This includes print, digital, and classroom collections.

The following proposal outlines Mackin's New School Services and our commitment to you, which includes:

- ❖ Free collection development assistance
- ❖ Free cataloging
- ❖ Free shelf-ready processing & labeling
- ❖ Free shipping
- ❖ Free Dewey-sorting
- ❖ Free shelving assistance
- ❖ Guaranteed delivery schedule
- ❖ Special discounts
- ❖ Free on-going collection analysis & development
- ❖ Price matching guarantee

## Your Mackin Support Team

Our team is there to support you every step of the way. You will be assigned a New School Project Manager who will be your partner throughout the process. Your Project Manager will work with your local sales consultant closely and will communicate with you on a regular basis to make sure your needs are met.

### **Your Local Sales Consultant**

**Herbie Thorpe:** Herbie is Mackin's representative for Louisiana, southern Alabama and northern Florida. Herbie is a second-generation educational sales consultant who has been helping libraries since graduating from the University of West Florida in 1998 with a B.S. in business administration. Herbie will work closely with you throughout the process of opening your new library. Herbie will sit down with you to discuss your goals, help you articulate your vision, and will provide assistance and training on using our website and our MackinVIA portal. He will be there to provide assistance both when the collection delivers, and beyond. With his experience and education, Herbie understands the complexities involved with new libraries and can offer sound advice as well as a helping hand.

Email: [herbie.thorpe@mackin.com](mailto:herbie.thorpe@mackin.com) Phone: 985-807-7545

### **Your Project Manager**

**DeAnn Hoff:** DeAnn is the director of New School services at Mackin and has been with the company for 25 years. She has worked with over 1,000 new schools throughout her career and will be your dedicated Project Manager. She will oversee your school's project here at Mackin from start to finish. She will work with you and our professional collection development staff to build a customized collection. She will help you place your orders, confirm your processing and cataloging specifications, and plan the actual delivery and shelving of your collection according to your schedule. She will be your connecting link to all of our staff and special services, so that you need only make one phone call to someone who understands your situation and can provide immediate solutions.

Together, Herbie and DeAnn will provide the knowledge and expertise to make sure that everything goes according to plan and that your new collection arrives just as expected.

Email: [deann@mackin.com](mailto:deann@mackin.com) Phone: 800-245-9540

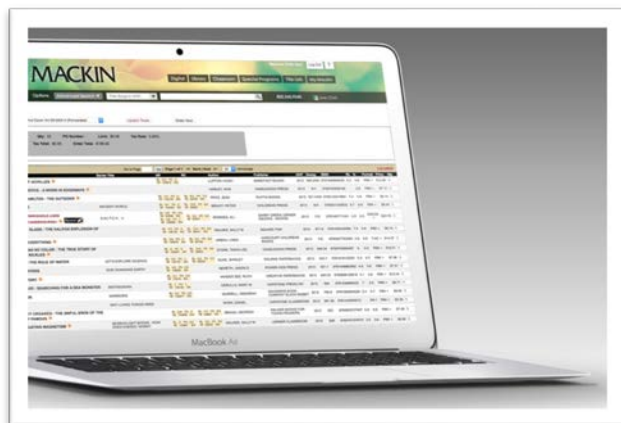
**Your support team also includes people who will assist you with classroom needs, digital services, and customer support if DeAnn is not available:**

New School Services Support Assistant	Greta Pahr	<a href="mailto:greta.pahr@mackin.com">greta.pahr@mackin.com</a>
Classroom Services Project Manager:	Greta Schetnan	<a href="mailto:greta.schetnan@mackin.com">greta.schetnan@mackin.com</a>
E-Services Specialist:	Jessica Foltz	<a href="mailto:jessica.foltz@mackin.com">jessica.foltz@mackin.com</a>
Customer Service Specialist:	Lisa Lukens	<a href="mailto:lisa.lukens@mackin.com">lisa.lukens@mackin.com</a>

## Opening Day Collection Services

Mackin has been an innovative leader in services for school library Opening Day Collections, and our customized approach is what makes us unique. That's why nearly 50% of all new schools choose Mackin as their primary vendor. Whatever services you need, we can probably provide them. We're here to make your dream a reality, so we've put together a whole host of special services for your Opening Day Collection.

### **FREE COLLECTION DEVELOPMENT**



Your school is like no other, and your collection should reflect who you are as a community. That's why we don't have a fixed collection that we assume works for every school. In fact, we don't even keep a fixed inventory. We seek out the best titles from over 18,000 publishers across the country and order items specifically for you.

Your Project Manager will talk with you in detail to find out what your needs are. We then research the best new titles for you. We have both teachers and library professionals on staff who understand curriculum and how titles are used in the

classroom. We meet with publishers regularly, read review journals and blogs, and, most importantly, we are a community of readers. We read as much as possible and love finding out about the newest and best titles.

Lists can be provided to you in print format, in Excel spreadsheet format, or posted to your Mackin online web account to allow for easy collaboration. Our website provides all the tools needed for in-depth collection development including complete collection summaries. Your Project Manager will collaborate with you to develop a custom-made collection for your school and will provide assistance wherever needed.

### **FREE CUSTOM CATALOGING**

Mackin provides full MARC21 electronic records for every title you order—books, eBooks, audiobooks, CDs, and DVDs. If a title requires original cataloging, Mackin's professional cataloging staff will produce a complete MARC21 record in accordance to your specifications. All records have full annotations, LC and/or Sears subject headings, and interest levels. Reading level information is also added when applicable.

Our MARC records adhere to all MARC21 standards and can be customized to fit your individual needs. They load flawlessly into whatever software system your school uses.

## FREE SHELF-READY PROCESSING



Your order will arrive fully processed to your exact specifications. This includes:

- Barcode labels applied with label protectors
- Spine labels applied with protectors
- Mylar covers on jacketed books (taped)
- Date due slips or pockets, as needed
- Reading program labels as needed
- Up to two free property labels

Additional chargeable options are available, as needed, such as theft detection, RFID tags, Kapco covers on paperbacks, Colibri covers or other specialized labeling.

Please consult with your Project Manager if you need these items.

## SPECIALIZED PROCESSING AND CATALOGING – GENRES AND BEYOND



Mackin has pioneered and mastered the ability to customize processing and cataloging to your needs.

We offer color-coded labels for reading levels, color coding by genre, Demco genre labels and customized spine label classifications. We can also apply your own custom labels.

Mackin makes it easy to use fiction genres, and we even have pre-assigned genre headings for most fiction titles right on our website.

Mackin will work with you to make sure your books are processed and shipped to your exact specifications.

Standard genre labeling on the spine label using Mackin's default fiction genres is provided free of charge for Opening Day Collection orders (normally 25 cents per book). More complicated or customized genre services and additional labeling may require an additional charge; please contact your Project Manager to find out what charges may apply in your situation. For customized genres, Mackin may need additional time to process your order. Your Project Manager will provide a detailed timeline for your situation.

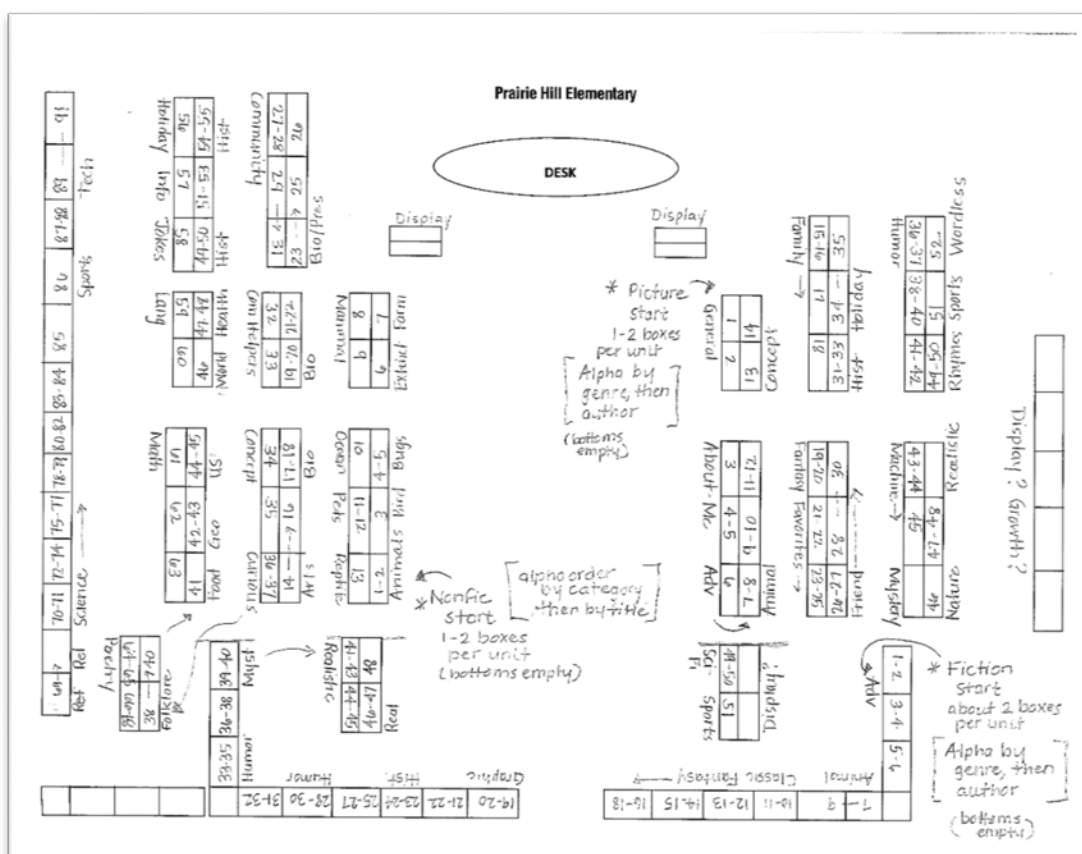
If you are interested in using genres or other word-based cataloging, talk with your Project Manager in depth about your plans.

## FREE DEWEY SORTING AND PACKING



Mackin loves coming up with great ideas to make things easier. In fact, we were the first company to make sorting in Dewey shelf order a standard part of our service. We shelve your collection in our specialized warehouse library, so that we can make sure everything is in the right place before we start packing.

Every box is clearly numbered and labeled with within categories, making the shelving of the collection very easy. We even color-code the boxes by categories (another fabulous Mackin invention)! If you share your library layout with us, your Project Manager will work with you prior to delivery to help you determine the best layout for the collection, creating a box-by-box map for shelving day.





## FREE SHIPPING WITH INSIDE DELIVERY



Your Project Manager will stay in close contact with you to make all necessary arrangements for the smooth delivery of your collection. We have taken great care to partner with delivery companies that share our commitment to service. Our delivery service will bring every box directly into the library or to the location you designate, assuming that the location is accessible to wheeled vehicles such as pallet jacks and/or handcarts.

There is no additional charge for shipping and handling in the continental United States.

**Please note:** “White Glove” delivery service is only available for shipments of more than 65 boxes in the continental United States. Smaller shipments will be sent via UPS and will be scheduled for a two-day delivery window. Shipments will be delivered to your normal UPS delivery location.

## FREE COLLECTION STORAGE

We understand that schools are sometimes not ready as scheduled. Mackin is able to hold the shipment at our Burnsville location for as long as necessary until you are prepared to take delivery. Your collection will be fully insured until it arrives in your library.

We will stay in close contact with you to determine delivery times and schedules. You may rest assured that we will not ship the collection until you give us the confirmation that the school is ready to accept delivery.

**Please note:** If you have given us confirmation to release the shipment and then find after release that circumstances prevent the school from receiving the shipment, freight storage fees may be assessed to you by the freight company.

## FREE SHELVING ASSISTANCE

We will shelve your initial collection the day after the shipment arrives, or on a mutually agreed-upon date. A Mackin representative will lead a crew of workers to make sure every Mackin-supplied book is on the shelf in one day.



We will place all the boxes in order in front of the appropriate shelves, and our team will carefully shelve every book, making sure each book is in correct shelf order. We check to ensure that Dewey numbers have even breaks, and we even align the edges of the books so that they are nice and neat. We will break down all boxes and bag all packing materials.

We will arrange staffing for shelving, but if you wish to supply volunteer labor, you can earn free book credit for what it would normally cost us to pay our hired labor. Whatever option you choose, your experienced Mackin representative will be on hand to coordinate everything.

If you already have an existing collection, your Mackin representative will gladly provide a day of assistance to help you to interfile your new collection based on available shelf space. Please make sure your shelves are in order prior to the arrival of new materials, and that any necessary shifting has been done in advance. Your Project Manager will assist you with determining how much space will be needed for the incoming items. If the items already on shelves are not in order so that interfiling is possible, we will place the Mackin-supplied books, in order, on the end of each corresponding shelf.

**Please note:** Mackin workers will, if desired, move used boxes or packing material to your on-site recycling facilities. We do not move them from the school premises. However, if this is a requirement for your school, please contact your Project Manager in advance of shelving day so that we can arrange for their removal. Additional charges may apply. Shelving assistance is provided only for the primary opening day delivery.



## Digital Services

Mackin offers a rapidly growing collection of digital items including **e-books, databases, and digital audio books**. These resources can be accessed through your circulation software, using the MARC records we provide and by **MackinVIA**, our free award-winning, complete e-Resource management system. With just **one login** to MackinVIA, your young patrons can utilize and manage all of their e-Resources. MackinVIA is mobile-friendly and works on almost any internet-enabled device.

MackinVIA offers full administrative access with features such as usage reports, checkout management, and the ability to restrict title access. We also provide MackinVIA training videos and can even provide professional development for you and your staff so that you can make the most of your digital resources.



MackinVIA is **free**, which allows you to spend your budget on digital content and not the platform. It's also the only open platform in the industry that allows you to add your own databases or links or to migrate existing resources into the platform.

### **MACKINVIA FEATURES INCLUDE**



#### **VIA Backpack™**

Users can save e-books and databases for quick access later. They can even take notes and highlight passages. What's more, their notes stay with them even if they don't have the book checked out! Backpacks enable users to view items online or to check out and download books to mobile devices.

#### **VIA Categories**

Students can browse through popular categories and genres on MackinVIA from Animals to History. We've made it easy for kids to locate what they are looking for.

#### **Link to AR™ Quizzes**

AR subscribers can directly link to a title's AR quiz.

#### **VIA Groups**

Create groups of e-resources by grade, reading level, class, or anything you choose.

#### **Mobile Friendly**

Our free app, available for most mobile devices, allows students to download titles for offline use and even transfer content from one mobile device to another.

# Mackin's Satisfaction Guarantee

## **Pricing Guarantee**

Mackin strives to provide you with the very best service combined with the very best value. In the rare event that you are offered a package that appears to provide a better value, we respectfully request the opportunity to match or exceed that offer.

## **Delivery Guarantee**

Mackin guarantees to meet your scheduled delivery date, assuming that all necessary information has been forwarded to Mackin and received on schedule. Mackin requires a minimum of 60 days for full order completion. We will do our best to ensure that first shipments are as large as possible. Your Project Manager will supply you with an outline of project requirement dates for your specific project to keep your delivery on track.

## **Binding Guarantee**

Mackin warrants all publisher hardcover books for **two years from delivery**. MackinBound books have a lifetime guarantee. There is no time limit on their replacement should the binding fail during regular use. It is required that the book still be in print and available for replacement when the claim is made. Please note that the guarantee does not cover damage or loss due to negligence and normal wear and tear.

Books damaged in delivery and publisher errors are fully covered by Mackin's guarantee as well. Should an item not meet your expectations, we will promptly replace the book at no charge or we will provide full credit to the district if that book is no longer in print. All that is required for replacement is a call to Mackin with the title & barcode number. There is usually no need to return the book, but should it be necessary, Mackin will make all necessary arrangements and will pay for any shipping costs.

## **Processing Guarantee**

Mackin guarantees the workmanship of all cataloging and processing materials as well. Spine labels and barcodes are clear and easy to read. MARC records will load without error. Mylar will be clean and durable. Mackin will promptly fix, credit, or replace any item that you deem inadequate.

## **No Risk Collection Development Guarantee**

If you ask Mackin to create a suggested title list for you, we do our best to choose titles that receive positive reviews from respected journals and organizations and from reputable publishers. If you feel a Mackin-selected title is not suitable for your students, we will credit you for that title so that you may choose something else. This guarantee does not apply to titles that you may have specifically requested or for curriculum content that you specified was needed.

## **Standard Terms**

We do not have any hidden fees or service charges. Our standard terms are Net-30 days, but we understand you may need to take extra time to check in items and process them through your accounting system. Credit cards are accepted, but please note that Mackin reserves the right to charge credit processing fees or to alter the terms of the discount agreement to cover such fees.