# Digital Purchasing and Migration Policies

# MackinVIA™

MackinVIA is a complete digital resource management system designed to house, manage and provide easy access to all your school's digital resources. MackinVIA provides numerous advanced user tools including the ability to highlight, take notes, add a bookmark, and download titles for off-line reading. Users can also utilize the Merriam-Webster Dictionary within each Mackin-hosted title and directly link to a title's AR quiz, when applicable. Purchasing all your digital resources through Mackin assures that they will be loaded into MackinVIA at no additional charge and without additional effort. All purchases are fully authenticated and accessible inside MackinVIA with one user name and password.

Always look first to Mackin for all your digital resources: eBooks, audiobooks, databases, videos and more. We do not want you to miss out on any great offers, so please let us know if you find a better price for any digital item and we will do everything possible to beat or match that value. Plus, if you purchase through Mackin, you will be saving your valuable time by preparing just one purchase order to Mackin that will result in all your products being automatically loaded into MackinVIA and delivered electronically with full MARC records for each item. All Mackin MARC records are provided with 856 tags and can be loaded into and accessed from your school or district online catalog. Therefore, when ordering from Mackin all new digital products will be provided and accessed directly from your MackinVIA and/or your online catalog.

**Purchases made prior to setting up your MackinVIA account:**
With the initial purchase of digital resources from Mackin, your first migration of existing titles into MackinVIA is complimentary. Please be sure to send us your request in writing and include all digital resources in your catalog at the time of your request. Migration of additional digital resources after the first migration may be subject to charge. See below for additional information.

**Purchases that cannot be made through Mackin:**
As an additional customer service, all digital purchases that are not made through Mackin can be added to MackinVIA by the administrator using the Add/Edit feature tool in the MackinVIA administrative settings. The instructions for adding resources can be found in the Administrator Help Guide: **http://www.mackin. com/Help/VIA_AdminGuide/index.html.**
Mackin can also assist you in adding resources into MackinVIA for a fee per the following fee structure.
*\*Please note: Records must be added on a per-school basis.*

## Fee Structure

Mackin is happy to provide subsequent migration services with the following fee structure:

**Minimum Charge** - $100

**eBooks** - $10 per title/per MackinVIA account
**Databases** - $10 per product/per MackinVIA account

**Audiobooks** - $10 per title/per MackinVIA account
**Videos** - $10 per title/per MackinVIA account

*Hosting Transfer Services priced on a case-by-case basis.*

Example: Mackin High School has purchased 10 eBooks and 5 databases directly from a publisher and wishes to do an additional migration. The cost of their migration will be $150.

**Please contact eservices@mackin.com for a price quote.**

*Fees cover the cost of Mackin labor and specialty services to coordinate with publisher/vendor/platform of product(s) to load non-Mackin purchased resources into your school's MackinVIA account, including the application of cover images, setting up authentication, and ensuring proper security and product functionality.\**

Questions? Please call 800.245.9540 or email eservices@mackin.com

# Important Information About Digital Purchasing and Migrations

- Protecting the licensing on your products is of utmost concern to Mackin. Please be sure to only send MARC records and database information for which your school/district has purchased proper licensing.  In the case of a district migration, please be sure to clearly indicate which schools should have access to which resources.  If a vendor informs us that no account exists in their system, we will not be able to add the product to MackinVIA.

- Mackin cannot guarantee that all online resources can be added to MackinVIA.  In some cases, the content provider may opt out of providing access through MackinVIA, and/or may not be able to accommodate the authentication procedures necessary to provide direct access to the eResources.

- Mackin will attempt to provide cover images in MackinVIA for all products which were not purchased through Mackin.  However, there may be some materials for which an image is not available. In those cases, a generic image will be used.

- Completion time for migrations is dependent upon multiple factors including, but not limited to: number and quality of records received, vendor response times, and coordination of accurately distributing district-purchased materials vs. site-purchased materials.

# Instructions For Sending Single-Site Project Migration Requests

Email all project requests/files to eservices@mackin.com

1.  **eBooks** - Send your eBook MARC records only.  **Please do not send records for your entire collection (contact your circulation software provider for assistance)**.  Alternatively, you may send files through our website.  Once logged in to mackin.com, follow the directions here: **https://www.mackin.com/corp/services/library-3/collection-management/send-records/**

2.  **Databases** - Send the following information for each database you are requesting access to:

    a) Name of each database
    b) URL to login page
    c) Username/Password

3.  When your request is received, it will be reviewed by Mackin to determine the next steps.  Mackin will contact you if additional information is needed.  **If this is a subsequent migration request, the eServices department will provide a quote**.

4.  Mackin will notify you after all product has been imported and the links have been checked.


# Instructions For Sending District Project Requests

Email all project requests/files to eservices@mackin.com

1.  **eBooks** - Send MARC files containing district/multi-site purchases separately from single-site MARC files.  Please label the files accordingly:

    *Example file names:*     ABC Publisher eBooks – Elementary Schools
                                          eBooks – All Schools

2.  **eBooks** - Send site-specific MARC files.  Please label the files by school:

    *Example file names:*     West Middle School
                                          Lincoln ES

    Send your eBook MARC records only. **Please do not send records for your entire collection (contact your circulation software provider for assistance)**. Alternatively, you may send files through our website. Once logged in to mackin.com, follow the directions here: **https://www.mackin.com/corp/services/library-3/collection-management/send-records/**.

3.  **Databases** - Please be sure to note which schools should have access to which resources.

    Send the following information for each database you are requesting access to:

    a) Name of each database
    b) URL to login page
    c) Username/Password

4.  When your request is received, it will be reviewed by Mackin to determine the next steps.  Mackin will contact you if additional information is needed. **If this is a subsequent migration request, the eServices department will provide a quote.**

5.  Mackin will notify you after all product has been imported and links have been checked.


## Questions?

**PH** 800.245.9540  **EM** eservices@mackin.com

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The Way We Learn