

MLC Services for Libraries and Your Patrons

Lacy Ellinwood, Library Development Director

What does MLC do?



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LIBRARY
COMMISSION
LEADERSHIP ADVOCACY SERVICE

- Patent and Trademark
- Talking Book Service
- Information Services
 - BeeHive & MAGNOLIA
 - Reference & Databases
- Consulting
 - Continuing Education
 - Statistics
- Technology assistance
 - Email & Websites



Patent and Trademark Resource Center

Only one in state!
Free service



Cataloging

MLC provides OCLC
Cataloging Service to all
public libraries



Digital Services

Mobile Archive Program
Book and STEM/STEAM Kits
Digital Pilots



Contact Lawrence Smith, Collection
Management Director, at lsmith@mlc.lib.ms.us
or 601-432-4120

Collection Management Services



Information Services

- Reference by phone, text, and email.
 - *Phone: 877-KWIK-REF*
 - *Text: 601-208-0868*
 - *Email: mlceref@mlc.lib.ms.us*
- Help at any level:
 - Assistance in setting up your own similar programs (like text reference/checkout, Bookmatch, etc)
- Interlibrary loan
 - Beehive setup, issues, questions
- Contact Alex Brower, Information Services Director, at abrower@mlc.lib.ms.us or 601-432-4117

Information Services

- Databases
 - Each of our databases has different user agreements, but remote access of some of the databases can be given to registered patrons
 - That means library directors/staff with individual cards (not institutional cards) can get access to the following:
 - *Heritage Quest*
 - *Sanborn Maps*
 - *Demographics Now*
 - *Oxford English Dictionary*
 - Some databases can only be accessed by MLC staff, but we will search for you!
 - *Legal Forms*
 - *LexisAdvance*



Talking Book Services

- Services to individuals:
 - National Library Services
 - Large Print Direct
- Services to libraries:
 - Large Print Extended Loan
- Contact Mary Rodgers Beal, TBS Director, at mrbeal@mlc.lib.ms.us or 601-432-4116.



Talking Book Services

- Available to eligible patrons who are blind, visually or physically disabled, or have an organic reading disability such as dyslexia.
- Digital cartridges and players are sent directly to patrons by MLC staff.
- Large Print Direct sends eligible patrons books from our extensive Large Print collection directly to their homes.
- Librarians can certify patrons' applications!
- Large Print Extended Loan allows libraries to borrow an unlimited number of large print books for a six-month checkout period.

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Library Development

- Consulting
- Continuing Education
- Public Library Statistics
- Friends of the Library
- Contact: Lacy Ellinwood, Library Development Director
 - lellinwood@mlc.lib.ms.us or 601-432-4154



Consulting

- Each library system has a designated consultant.
 - *Mac Buntin* (mbuntin@mlc.lib.ms.us)
 - *Shellie Zeigler* (szeigler@mlc.lib.ms.us)
 - *Lacy Ellinwood* (lellinwood@mlc.lib.ms.us)
 - *Kayla Martin-Gant* (kmartin-gant@mlc.lib.ms.us)
 - *Louisa Whitfield-Smith* (on leave currently)
- On-site assistance and support, virtual support during the pandemic.
- Staff development training.
 - [Request for training form](#) located on MLC website.
- Grant writing assistance.



Continuing Education



- Goal is to strengthen library services by increasing the expertise of library staff members, directors and trustees.
- Workshops are provided throughout the year on a wide variety of topics.
 - Suggestions for events can be sent to our CE Coordinator.
 - Kayla Martin Gant (kmartin-gant@mlc.lib.ms.us)
- Summer Library Program
 - Collaborative Summer Library Program (CSLP)
 - *October/November: Library systems receive their requested manuals.*



Public Library Statistics

- Public libraries submit annual statistics to the Mississippi Library Commission
 - Mississippi law, section 39-3 107, Mississippi Code, 1972
- Reports open October 1st, 2020
 - Due on December 31st, 2020
- Mac Buntin is the State Data Coordinator
 - mbuntin@mlc.lib.ms.us

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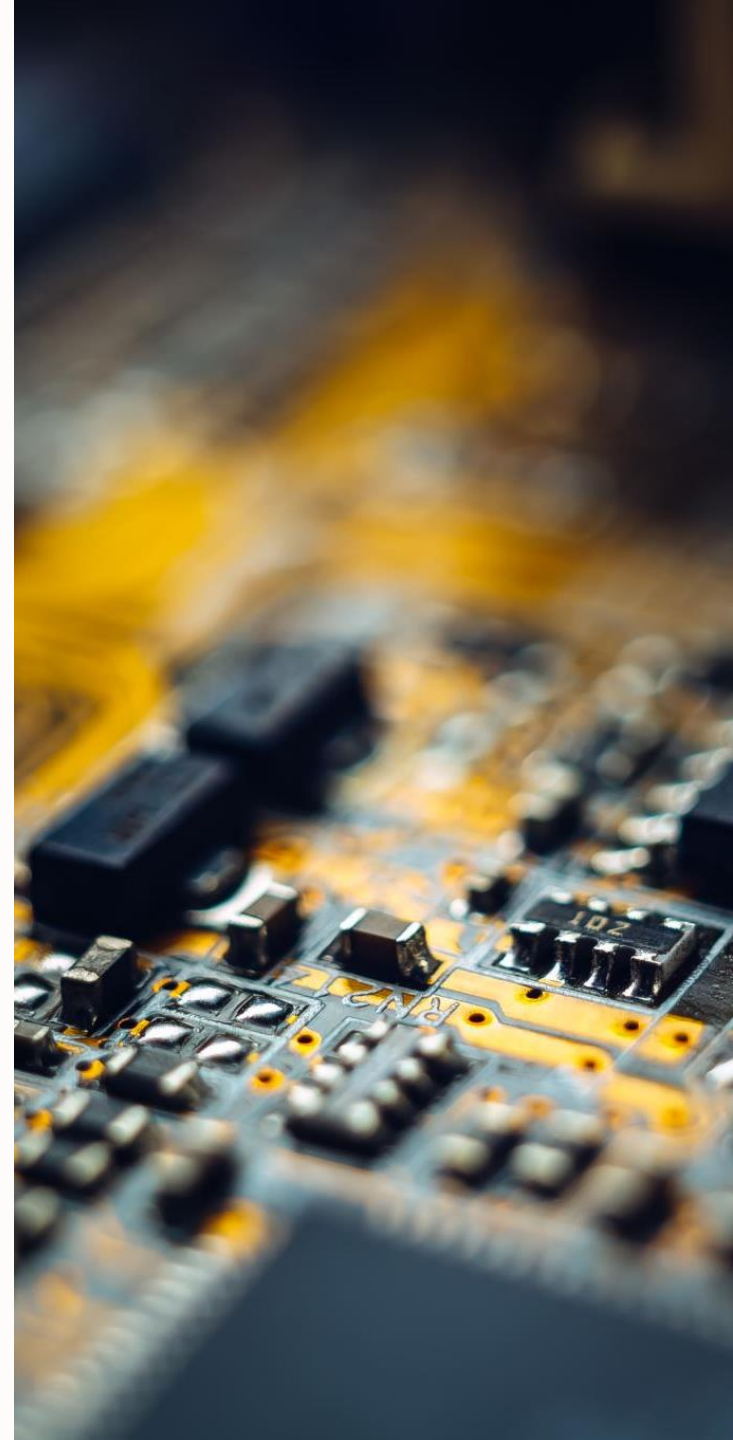
Friends of the Library



- What needs to be done annually for your Friends?
 - Membership
 - E-Postcard
- What CAN'T Friends do?
- Funding and Friends.
 - It's all about the library!
- Separation of Friends and the Library.

Technology Services

- Help Desk
- Email
- Office 365
- Teams
- Technology consulting
- Website hosting & development
- Mobile Technology Lab Loan Program
- On site visits & training
- Technology assessments



Technology Services: Email, Helpdesk, Office 365, Teams

- MLC provides library staff with email addresses ending with the domain lib.ms.us using Microsoft's Office 365.
- The help desk is where you can initiate a ticket for a technology issue.
 - Email: helpdesk@mlc.lib.ms.us.
 - Phone: 601-432-4158 or toll-free number 1-877-652-8324
- Download the Office apps on up to 5 different devices with 365.
 - Annual subscription to access email and the Microsoft applications is paid by MLC.
- Teams allows for instant chat with employees and other colleagues.
 - Option for audio and video meetings.

Technology Services: Web Hosting, Mobile lab

- Provides website hosting and assistance in developing websites.
 - ADA compliant and with responsive design for mobile phones and tablets.
- Hosting service through HostGator.
- Content management through WordPress.
- MLC Technology Services has 20 laptops that are available for check out to your library system.
 - Trainings, patron programs, or special meetings.
 - Call or email the helpdesk for availability.



Technology Services: Visits, Training, Assessments

- Teach basic computer classes on Outlook, Excel, Word, PowerPoint, Basic and Troubleshooting to staff.
- Technical consulting and assistance as liaisons for vendors in technology operations, hardware, and maintenance.
- On-site support for installation of hardware, software, cable management, and temporary setup.
- Assessments tell you what you have, suggest what you need, and offer recommendations for a project.

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Questions?

Lacy Ellinwood

Library Development Director

601-432-4154

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