



# Courier/ILL Newsletter | May 31, 2019

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## 2019-20 Agreements & Invoices

Please return your 2019-20  
Agreement ASAP to assure  
no disruption in service  
beginning July 1.

Henry uses your Agreements  
with the number/days of courier  
stops to build their blueprint of  
service for the 127 LSTA grant  
member libraries in Missouri.

*Thank you!*

**Your May Courier  
Stats  
are due  
by June 5**

## Update

MALA's fiscal year ends on June 30, and Marcy is busy preparing and mailing agreements and invoices to our member libraries in anticipation of the new service year beginning July 1. Thank you for completing and returning your agreements promptly. Contact information for ILL service is crucial, so please be sure you provide the names and email addresses of key members of your library staff who handle interlibrary loan. Also, if you intend to increase your service days, please let us know immediately, as Henry Industries must make schedule adjustments each time a route changes. Thank you.

Please continue to use the [COURIER DELIVERY SERVICE ISSUES](#) form on our website to report missed deliveries, delays, or other courier service issues. Even if you choose to call, text or email us concerning your courier issues, we'd like you to report the problem on our website as well. This allows us to have a written record of your issue, and provides you email confirmation that the problem was reported. You can also request supplies, such as more bags or totes, with this form.

Libraries participating in our Extended Delivery Services (COKAMO to Colorado/Wyoming) and TAE (Trans-Amigos Express to Texas, Oklahoma, New Mexico, Arkansas) join or drop off fairly regularly. Our label maker database is updated immediately when this occurs, but our complete MALA Members & Partners List is updated less frequently, and may not be completely accurate. If you don't find a library in the label maker drop-down selections, then it's probably not part of our extended network. From now on, we'll include recent adds or drops in our newsletter for your reference. Write, text or call if you have questions about connecting with libraries outside of Missouri. Please bear in mind that delivery times with Extended Services are slower than our statewide courier, and some libraries charge ILL fees.

Finally, another reminder that the MALA-MOBIUS connector is expressly for Missouri public libraries to send materials to Missouri academic and special libraries. MOBIUS members outside of Missouri are not part of the label maker database. If you have a questions about MOBIUS connections, please contact MALA.

Our Interlibrary [Loan & Courier Delivery Service Manual](#) has been recently updated. Please take a look. We want to keep the document useful and relevant to you, so please give us any feedback you have on what is, or is not, covered in the manual.

MALA remains committed to providing you with reliable and

Best, Mickey

## Changes to ILL Courier Labels

Beginning this week, we will notify you in our ILL/Courier Newsletter of any changes to the Henry, Amigos/TAE and COKAMO labels.

The following libraries are no longer participating in the Amigos/TAE courier program. Future materials for these two libraries should be sent via US mail.

- **Texas A&M University – Commerce**
  - shipping code TAE 12 DAL
- **Texas A&M University – Mesquite**
  - shipping code TAE 85 DAL

## Next ILL/Courier Meeting

Reserve your Webinar seat now at: <https://register.gotowebinar.com/rt/5115244045818183171>

We will announce our schedule for new meetings soon.

You must register first to participate. After registering, you will receive a confirmation email containing information about joining the webinar.

**Meeting dates at a glance:**

Wednesday, June 19, 2019 at 10 a.m.

**[Information for Attendees to Join](#)**  
**[Troubleshooting Tips/FAQ for GoToWebinar](#)**  
**[Information for Mobile attendees](#)**

If you have any questions, please contact **[Mickey](#)**.

This service is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.



Missouri Secretary of State  
**State Library**