



# Courier/ILL Newsletter | June 28, 2019

**There will be no courier service on Thursday, July 4.**

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**Your June Courier Stats**

## Update

Hello,

The new fiscal year beginning July 1 brings some changes to the library courier participant list. We welcome new members Morgan County Library in Versailles, Price James Memorial Library in Tipton, Ralls County Library in Center, and the University of Central Missouri in Warrensburg. All of these libraries will be accessible as of July 1 through the MALA courier delivery network.

Leaving MALA service are Council Bluffs (IA), Research Medical Center Library, Hogan Preparatory Academy, Notre Dame de Sion Upper and Lower Schools, and Shook Hardy & Bacon Medical Library. These libraries are no longer part of our courier delivery network. A new, updated version of the Henry courier labels will be available on our website next week.

### **Courier bags**

Requests for courier bags should be made through the Supplies Request feature on MALA's website. It's part of the [Courier Delivery Service Report form](#).

Near the bottom of the form, choose 'Courier Issue' and select 'Supplies Request.' In the last line, specify your need. This provides us a record of your request, and a centralized place for MALA staff to go to respond to service issues. A confirmation email is sent to you once you submit your request.

Bag sizes are Small, Medium, Large, and Extra Large. If you don't specify, you'll be sent a mix of medium and large bags. We send about 25 bags at a time. If you need more (or less) please specify. If you need black MOBIUS bags or purple Trans-Amigos Express bags, we have a limited supply of those we'll be happy to send you. No size need be specified for these bags.

We have sent out dozens of scissor-top totes to our members in the past few months. These totes can be used in the library as "hoppers" for incoming or outgoing materials, or they can be filled and sent out with your driver. I recommend keeping the totes in your possession, or working something out with your driver so that MALA totes are returned to your library once they are emptied at the sorting hubs. If you need for want more totes, please use the supplies request feature on our website.

A reminder to be sure MALA is informed of any emergency closing of your library for power outages, sewer leaks, funerals, or other last-minute disruptions. Please call, text, or email MALA and let us

**are due  
by July 5**

**SUBMIT Courier  
Stats**

know if your library closes. We need to let our courier know that they can't deliver. We've had a few instances recently of couriers arriving at closed libraries. Please, please inform MALA of any unscheduled closures as soon as possible. Thank you.

**Finally, please be clear that the State Library has generously agreed to cover the \$100 administration fee shown on your invoice. Do not pay this administration fee.** We are sending back \$100 checks we've already received, and repaying the fee, if included, from checks received from libraries that buy additional service from MALA. If you need an amended invoice for your records, please email Marcy and she will send you one.

All best, Mickey

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## Changes to ILL Courier Labels

**Any changes to the Henry label database (name, address, etc.) should be submitted to MALA before July 1. If your library name or address has not changed, then you don't need to do anything.**

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## Next ILL/Courier Meeting

We are moving to a new quarterly meeting schedule, and will likely be switching meeting platforms as well.

Our first quarterly meeting will be in August, on a date to be determined. Subsequent meetings will be in November, February, March, and June.

Details will be announced later.

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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**