



# Courier/ILL Newsletter | September 6, 2019

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**August Courier  
Stats  
are due  
NOW**

**Please submit them**

## MALA Update

In the last edition of this newsletter, I asked all courier libraries to cease using stockpiled, preprinted labels. I reminded you that *Henry-formatted labels must be used for delivery to libraries on the MALA "Get Connected" service, whether they are in Missouri or Kansas*. MOBIUS and AMIGOS labels must be created in the MALA consolidated label maker for extended services, and I requested that you not use in-house labels or stickers for courier bags unless they exactly follow the prescribed label formats.

This time around, I'd like to review the labeling workflow for materials you put into the MALA courier. Here's a quick rundown for you and your staff:

1. Am I sending to a Missouri public library or MALA courier member? If yes, use a [Henry PDF label](#). The latest file is always linked on MALA's website.
2. Am I sending to a Missouri academic library? If yes, use the [MOBIUS extended service label maker](#) and print a MOBIUS label. Use a black MOBIUS bag if you have one. (Optional.)
3. Am I sending to Colorado or Wyoming? If yes, use the [COKAMO extended service label maker](#) and follow bundling and courier slip procedures as specified on the MALA website. All COKAMO items come first to MALA, where they are processed for shipment into Colorado.
4. Am I sending to Texas, New Mexico, Arkansas or Oklahoma? If yes, use the [AMIGOS extended service label maker](#) and print an Amigos label. Use a purple Amigos bag if you have one. (Optional.)

Here are some best practices for using the Henry PDF label file:

1. Download the entire PDF file to a computer so you will have a backup copy in case the Henry website goes down or is unavailable at your workstation. Remember that this file is updated from time to time; it is not a "forever" file. We always have the most recent version of the file linked on our [MALA website](#).
2. Search the PDF using the FIND tool. CTR+F is the usual keyboard shortcut for FIND. In Chrome, just move your mouse to the top of the screen to view the menu bar, and click the Bookmark icon in the right corner. That will display a list of every page in the file, in alphabetical order. Scroll to the one you want, click on it, and it will take you right to that page.
3. Print multiple sheets of labels for the libraries you service most often. Evergreen libraries should have all other Evergreen member libraries' label sheets printed, for example. If you have a regular or favored ILL exchange partner, create a small stockpile of these popular labels, and only print others as needed. There are six labels per sheet, so you'll build a small library of labels quickly. You can always recycle the labels in bags you receive. Since the Henry

today!

## SUBMIT Courier Stats

label does not include a return address, it can be re-used indefinitely. Remove labels from incoming bags and file them in alphabetical order for later use.

4. Use a file drawer or card catalog drawer to file your labels alphabetically. Paperclip multiple labels together so you can flip to the right label quickly.

5. Assign the printing and cutting work to a volunteer or student helper; if allowed, down time on the service desk can be used for printing, cutting and alphabetizing labels.

<b>Mid-America Library Alliance</b>	
1-888-514-9271   <a href="http://www.mid-americalibraryalliance.org">www.mid-americalibraryalliance.org</a>	
FROM:	MALA: Heartland Regional Library System 315 Third Street Vienna, MO 65582
TO:	COKAMO Colorado/Wyoming Libraries % MALA 15624 E. US Highway 24 Independence, MO 64050
CODE:	<u>                    </u> <b>KC</b>

As mentioned above, COKAMO items require special handling. You will actually have TWO separate labeling procedures for COKAMO items. First, you will bundle (rubber band) the items for the Colorado or Wyoming library according to the guidelines specified [here](#).

The [Courier Slip](#) you fill out next is actually the label for delivery into Colorado. You fill out and staple it to the bundle. It has the destination library code and date. You can place several bundles into the same bag, even if they are going to different CO libraries. Second, you will place the bundled items into a courier bag which goes to MALA.

Use the label above to send to MALA. This is the ONLY label you will ever print for items going into COKAMO. Once we receive the courier bag, we remove the bundled items and repackage them into a tote headed for our Colorado courier connection. You can find this label in the [Henry label PDF](#).

Some libraries have branch locations that have separate courier service, such as Stone County-Blue Eye and Stone County-Galena. Please be sure you send to the correct branch, or items may be delayed. Some libraries used to have separate branch service but have since consolidated to a single courier stop, such as Ste. Genevieve. *If you don't find a label in the file for a branch location, then there isn't a branch drop.*

There is an updated [Courier Partners List](#) on our website. Only members found on this list are eligible for courier service. *Libraries who are not part of MALA's courier service, or one of our Extended Delivery Service partners, are not eligible for courier.* Items must be sent or returned to these libraries by USPS mail. For example, Council Bluffs, IA is no longer a MALA member and is not on our Extended Delivery Service partners list.

**PLEASE NOTE: Council Bluffs is no longer a MALA courier member. Please be sure to dispose of any Henry labels for Council Bluffs, and adjust your ILL lending strings to exclude Council Bluffs unless you plan to use USPS for ILL exchange. MALA does not service Council Bluffs, or any Iowa library, as of July 1.**

Finally, are you receiving and reading the MALA Courier Newsletter? [Here is a link](#) to the archived newsletters going back to March. I send a new one out every couple of weeks. I hope they are coming to you, and not going to your spam folder! They contain a lot of good information about using the courier service. Please share any pertinent information with your staff, volunteers and co-workers. The courier system works best if we all follow established procedures and share best practices. Let me know if there's anything else I can do to improve your courier experience.

Thanks.

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**