



Courier/ILL Newsletter | October 11, 2019

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**September Stats
are due NOW**

**SUBMIT Courier
Stats**

MALA Update

We sent you a survey on the MALA statewide courier service at the first of the month. This survey is administered annually as part of the LSTA grant, and is required by the State Library. We have streamlined the survey to keep it short and meaningful.

We still have not received responses from the majority of libraries on the courier service. Please help us by responding to the survey. We want the library director or a knowledgeable member of staff who handles the interlibrary loan function to complete and submit the survey before the deadline of October 15.

Completing this survey is essential to the LSTA grant process. The grant allows you to have free interlibrary loan courier service, thanks to the Missouri State Library. We need participation in this survey to maintain grant eligibility. Please. Take a few moments to complete the survey to ensure the continuation of your free statewide courier service. Thank you.

Speaking of statistics...

The monthly courier statistics, which we ask you to self-report in a simple website form each month, are likewise crucial to the continuation of the statewide courier service. The numbers you provide justify the service's existence. If you don't report your courier numbers, we can't get a sense of how much actual use there is, or how best to adjust our service model to optimize delivery routes. Please, please submit your monthly statistics by the 5th of the month. We count on you!

We have received positive feedback, and a few corrections, on our new [ILL CONTACT LIST](#) for member libraries on our website. The list contains names, email addresses, phone numbers, cities, and hubs for the participating MALA courier libraries. The list is password protected. The password is MALAILL [all caps]. Please use it to communicate with your ILL partners!

Finally, it was great to see so many of you at the Missouri Library Association Conference in Kansas City last week. Thanks for all the kinds words you shared with me about MALA!

New Courier Bags Are Here!

Our supply of courier bags has been augmented with a new batch of the 8x12 blue woven pouches made for us by Z Manufacturing, Inc. in Piedmont, MO. Thanks for Sue Szostak and her staff at Poplar Bluff Municipal

Library for letting MALA use her library as a drop off and pick up point. Great teamwork!

These smaller-sized bags ensure that materials don't shift around as much, and protect contents better than the thinner nylon bags. Don't overstuff this or any other courier bag. Bulging bags risk damage to contents, and often push the paper label right out of the display window, delaying delivery as the item needs to be opened and re-labeled. Continue to enclose DVDs in small cardboard boxes whenever possible (you can recycle used boxes indefinitely for this purpose), and stack books into bags either spine side down, or side by side, spines out. The judicious use of protective inserts such as bubble wrap or cardboard is encouraged. If you want a supply of new, smaller bags, please request them via our online [Courier Delivery Service Report Form](#). I'll send you some.



Extended Delivery Service

New TAE courier libraries as of October 2. All have been added to the online label maker.

Site #	Hub	OCLC	Institution	City	State
2	DAL	BENPL	Benbrook Public Library	Benbrook	TX
29	DAL	AZLEP	Azle Memorial Library	Azle	TX
32	DAL	TXEPC	East Parker County Library	Aledo	TX
46	DAL	TXSPT	Springtown Public Library	Springtown	TX
87	DAL	QT8	Weatherford Public Library	Weatherford	TX
94	DAL	TXBOY	Boyce Ditto Public Library - Mineral Wells	Mineral Wells	TX

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Missouri Secretary of State
State Library