



Courier/ILL Newsletter | December 10, 2021

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2021-22
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**December Stats
are due January 5**

MALA Updates

Christmas/New Year's Courier Holidays

The MALA office is closed on Friday, Christmas Eve (12/24) and Friday, New Year's Eve (12/26/31). **There will be NO courier service on those days.**

In addition, the MALA office is closed for Christmas and New Year's Days both of which fall on Saturday this year, a regular non-courier service day. **You will be serviced on your next regular scheduled day.**

Have you reported YOUR closures around the holidays? If you have not already done so, do it here: [Report closures here](#)
It is very important that you let MALA know in advance when you are closed so we can notify Henry and your courier not to service you.

MALA Monthly Newsletters

Please make sure that at least one of your ILL staff is receiving and reading our monthly newsletters. They are short (& sweet!) and contain important information about your courier service. Constant Contact statistics tell us that only 50% of our sent newsletters are actually opened.

Courier Bag Labels

Please make sure that the courier bag labels that are being used are the most current version from the MALA website. Older labels make it much more challenging for materials to be delivered in a timely manner. The latest version can be found [here](#)

January Meet and Greet Courier Meeting

Join Linda Tarantino for the monthly Meet & Greet. Meet new librarians, share information and learn what's going on around the state.

Wednesday, January 12 at 2:30 PM

Join Zoom Meeting

<https://zoom.us/j/96147961965?>

[pwd=VHU1SGVTc3E0ZHRneGJzOVFQdk9MZz09](https://zoom.us/j/96147961965?pwd=VHU1SGVTc3E0ZHRneGJzOVFQdk9MZz09)

Upcoming MALAPro Webinars

Genealogy: The Basics

Thursday, January 27, 10 to 11 a.m.

This presentation will give you the skills necessary to provide service to genealogy customers. It will include an introduction to the basic skills necessary to conduct a genealogy reference interview, assist you, as library staff, in becoming familiar with basic genealogy reference tools. This session will also help you in developing a basic reference collection, as well as helping you plan genealogy programming at your library.

[Register here](#)

[Purchase your MALAPro membership here](#)

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**Missouri Secretary of State
State Library**