



This purpose of this document is to help member libraries resolve issues, understand how the courier delivery system works, and bring together the location of several different documents and schedules. It will be posted with revisions on a quarterly basis to the [MOB-Delivery-L](#) listserv, also called the delivery list.

### **Changes in the past quarter:**

#### **Change in Format**

The quarterly update will be shorter and focus more on changes and updates. The section of "Available Resources and Information" that formerly was part of this document will now be posted on the upcoming MCO website.

#### **Beta Website**

A beta of the new MCO website is now up at [sandbox.mobius.umsystem.edu](http://sandbox.mobius.umsystem.edu), which will run until February 20<sup>th</sup>. There are several changes in regards to the courier service:

**User login required:** The courier section will be in the Member Staff section of the website.

**All under one tab:** All courier services/information will be available under the tab labeled "Courier."

The tabs are organized as follows:

#### **General Information:**

**Who provides courier service:** This was the section formerly called "Organizations Involved in the Courier Delivery."

**Getting Started:** This is the section formerly called "Available Resources and Information." It covers the basic "who does what" in the courier service.

**Current Members:** A list of the current members and how many stops they have.

**Quarterly Updates:** An archive of the quarterly updates

#### **Delivery Labels:**

**Label Maker:** The labels will now be available in PDF format, with only one size that will fit in all existing courier bags. From one to six labels per page can be selected, and different "To" addresses can be selected for each label. The labels have been updated with the new MOBIUS logo and have the delivery code as part of the "To" and "From" address.

**Which Label to Use?:** This leads to the former Label Maker Guide, which is now called "Label Reference." It has also been redone for simplicity with color coding.

**Delivery Schedule:** Essentially unchanged from the old website.

**Days Closed Calendar:** Essentially unchanged from the old website.



## **Tracking System:**

**Instructions:** The instructions from MAAC are available [here](#).

**Best Practices:** This was new for the last update, and is otherwise unchanged.

**Delivery Problem Report Form:** This looks much the same visually, but there are some technical changes. The most visible change to the user is the form is auto filled with your name, e-mail and phone based on the information in your login account.

**Discussion Lists:** This section has not been populated in the beta but will list the MOB-Delivery archive and other relevant lists.

**Bookbands:** Two sample bands are available, one for INN-Reach loans and the other for PUA. The bands have been updated with the new MOBIUS logo.

## **Bags and Totes:**

**Damaged Bags:** This section has instructions on how/where to send damaged bags.

**Bag Count:** The annual bag count form is no longer a printable form but a web form that members can use for the annual count in May.

**Annual Bag Orders:** Information about upcoming and previous bag orders.

**Policies & Procedures:** Courier related policies and procedures.

## **Past Projects:**

**Requests for Proposals:** This section will contain RFP's for prior projects.

## **Upcoming developments:**

### **2009 bag order**

MCO is finalizing the 2009 order with a target delivery date in May - 1,500 bags will be ordered that are identical to the bags from last year, and 500 large size bags that will use the same fabric and material.

### **1<sup>st</sup> Choice Tracking Scanners**

1<sup>st</sup> Choice has ordered the remaining scanners (14) to equip all their drivers for scanning Mobius deliveries. Once all the libraries are scanned statistics can be maintained of the volume and traffic in the delivery network.

### **Circulation FAQ**

A subcommittee of MAAC is working on a FAQ for Circulation. This is intended as a printable document that will incorporate basic procedures and answers to common questions and problems. An announcement will be made when this is available.