# Report of the MOBIUS Circulation & Courier Committee

June 1, 2022

Submitted by: Sarah Brown, Committee Chair and Stephen Strohl, MOBIUS Organizer

**This annual report covers tasks and activities undertaken during the period of July 1, 2020, through May 31, 2021.**

**Date of last meeting:** May 31, 2022.

**Date of next meeting:** TBD.

## SUMMARY OF ACTIVITIES

### Recommendations to Board of Directors:

* Fill the three vacancies on the Committee (all because of term expirations in June 2022) and appoint a Vice Chair/Chair Elect for leadership continuity.
* Continue supporting the Committee in its efforts to facilitate communication and training across the membership and suggest improvements on circulation and courier matters.

### Action Items Completed:

* Completed the process of treating INN-Reach audiobook loans like traditional monographs. The Board approved this at their April 9th, 2021, meeting and this was completed in the summer of 2021.
* Ordered additional shipments of green, adhesive labels as both replacements and as libraries continue to adopt them.
* Benedictine College went “live” on KC-TOWERS and across MOBIUS, February 2022.
* Calvary University went “live” on KC-TOWERS and across MOBIUS, February 2022.
* Created many new training videos based on the sites that went live. These are available to everyone.
* Completed our spring courier survey efforts for this year. Some takeaways from feedback from membership include:
  + Some thoughts about getting 6 labels on a page instead of 4. It was mentioned if a library limits the size of the PDF font (to 80%) to make the labels fit in the bag windows easier.
  + Some libraries don’t realize that they too could decide to use the green adhesive labels, while other libraries can’t use them due to the delicate nature of their collection (for example, the St. Louis Art Museum). Some things the committee can do:
    - * MOBIUS could get the word out and talk about this even more, so libraries are aware of their options.
      * It is recommended that have a list of “label champions” on the MOBIUS website. Libraries that are considering adopting green labels could reach out to these libraries for help/guidance/encouragement.
      * The committee discussed removing the QR code on the labels – but having some way to quickly identify which label is a MOBIUS end-to-end shipment and one that is not is still highly desirable.
      * The committee felt that comprehensive bi-annual training on several courier-related issues would be something that would help more so than recorded videos. Issues to cover include:
        + Green, adhesive labels (this would include a “label champion” guest speaker)
        + INN-Reach Reports
        + Pick Up Anywhere
        + Loan Rules/options
        + MOBIUS website “tour”
* Attended the ILS-RFP presentations from vendors as we discussed issues pertinent to the committee.

### Action Items In-progress/Pending:

* Prepare survey(s) for a Spring 2023 release that cover circulation and courier matters.
* Assist in whatever way possible with the MOBIUS RFP process this coming year.
* Bring about a more tightly integrated courier and delivery network.

### Questions for the board/larger group:

* Taking a hard look at our INN-Reach loan policies, especially renewals, and consider a recommendation on allowing more than just two renewals (if no other outstanding holds are waiting on the material).

### Other Notes:

* The group is planning on a courier survey for the spring of 2023.