



# Express Gazette

Featuring Trans-Amigos Express and TExpress Courier News

## TAE Quick Links

- [TAE Home Page](#)
- [View Participating Institutions](#)
- [TAE Guidelines](#)

## Continuing Education

Amigos will offer the following upcoming live online interlibrary loan courses:

- **April 20:** [Constructing Custom Holdings in OCLC](#)
- **May 4:** [Creating Copy, Loan, and Deflection Policies in OCLC](#)
- **May 24-27:** [Everything You Always Wanted to Know About ILL but Were Too Busy to Ask](#)

Amigos will be presenting our Annual Conference online:

- **May 18-19:** [2011 Amigos Online Member Conference: Mobilizing Libraries, Designing Experiences](#)

See the complete Amigos training calendar [here](#).



## FY2012 Pricing Forthcoming

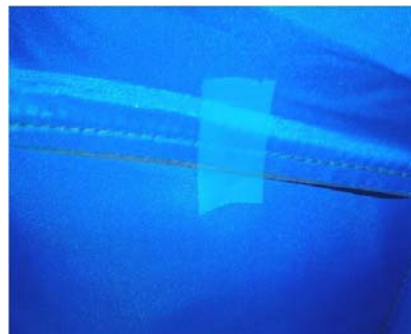
Amigos will announce TAE/TExpress pricing for the next fiscal year by early or mid-July, in time for the September 1 start of the new fiscal year. For those already budgeting, we expect the price to increase no more than five percent. Fuel prices and market inflation are factors that could affect an increase. If you need a list of this year's prices for reference, please [contact us](#).

*The following information pertains to Texas libraries only.* The Texas State Library should know the status of continuing courier subsidies for the next fiscal year by May. If your library currently receives a courier subsidy from the Texas State Library and you want to know whether or not your subsidy will continue, contact Amigos in May at the earliest to check on the status.

## Label Talk

Using the correct labels and completing them correctly is the best way to ensure your shipments arrive on time. Labels must include the shipping location and hub, the receiving location and hub, and the date shipped. Dates are important for tracking purposes. It is also important to check and determine if the library is an actual participant. Bookmark this [webpage](#) and take the time while processing daily ILL requests

to verify whether or not an institution is actually on the list. Label errors may result in a shipment being returned to you. In the end, correct labeling can save the days to weeks it may take to redirect a package. See [labeling instructions](#).



It is also important when securing a shipping label to make sure it is visible. Amigos continues to receive locked bags with shipping labels missing from the clear plastic windows. To avoid delaying your shipments, please take a moment to place

a piece of clear Scotch® or other invisible tape over the center of the inside flap to prevent the label from becoming lost during transit (*see photo below*). Use only clear Scotch® or invisible tape, as its adhesive isn't strong enough to damage the bag.

## TAE Tips

Follow these useful tips to save staff time and ensure quick shipments.

- **Check your labels** to be sure the location number and hub city match what is on the Amigos website for both your location and the receiving location. See [labeling instructions](#).
- **Update your participant list.** See <http://www.amigos.org/node/137> to help prevent delays due to returned or lost shipments.
- **Pack your items properly** to ensure safe passage through the courier service. Make sure the label is clearly visible and secured to the shipment. It is okay to reuse envelopes but please be sure to black out previous markings on labels to avoid misshipments. It's also a good idea to place a strip of invisible or Scotch® tape on the inside flap of the window on the nylon bags to prevent the label from slipping out during transit (see photo on page 1).
- **Designate a TAE pick-up/drop-off location** separate from your United States Postal Service pick-up location. Each year, hundreds of misdirected shipments arrive at Amigos that were meant for the USPS.

Please report your statistics every month. Amigos uses them to encourage participation in the courier program. For Texas participants, these statistics are important tools that TSLAC uses to persuade the Texas Legislature to continue its funding of the courier program. Use this convenient reporting [form](#).

## Changes to the TAE Website

Take a few minutes to check out the changes to the Trans-Amigos Express website. We've added a TAE Participant Page for each participating library. Now you can view your institution's courier information, submit or view your statistics and closings, and report service disruptions and lost items all on one page!

Just go to the [TAE homepage](#) and scroll down to the green text box at the bottom. Type in your library name or location number in the blank search bar to find your institution, wait until the list automatically populates, then click on the link with your institution. That's all there is to it. You can also bookmark the page to access your information even faster. Your TAE Participant Page is another way for you to streamline your courier experience. See the screen shots below for the example of St. Edwards University.

### TAE HOMEPAGE

### TAE PARTICIPANT PAGE

3	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Shipped	98	153	182	136	86	123	174	?	?	?	?	?
Received	228	203	163	100	102	199	186	?	?	?	?	?

Institution	Closing	Opening	Comments
St. Edwards University	4/22/2011	4/25/2011	
St. Edwards University	5/30/2011	5/31/2011	