



# Express Gazette

Featuring Trans-Amigos Express and TExpress Courier News

## TAE Quick Links

- View Participating Institutions
- Report Service Issues & Lost Items
- Report Holiday Closings
- Report/View/Export Statistics
- TAE Guidelines
- Sign Up for Service!

## Continuing Education

Check out this upcoming online conference!

2011 Amigos Online Conference: Digital Preservation: What's Now, What's Next? August 12. For complete conference and registration information, go to the conference website, <http://digpres.amigos.org/>.

Amigos does not have exclusive interlibrary loan courses scheduled at this time. Please check the Amigos training calendar, <http://www.amigos.org/learning/calendar/>, periodically for updates and a complete course list.

## FY2012 TAE/TExpress Pricing

Amigos Library Services has finalized pricing for the TAE/TExpress Courier Service for FY2012, September 2011 through August 2012.

- 5-day service: \$4,600
- 3-day service: \$3,150
- 2-day service: \$2,500

The Texas State Library will continue subsidizing Texas courier participants in FY2012 as follows:

- 5-day service: \$624
- 3-day service: \$540
- 2-day service: \$360

If your library decides to change service levels, please complete a new enrollment form, [http://www.amigos.org/files/agreement\\_tae.pdf](http://www.amigos.org/files/agreement_tae.pdf). Simply print and complete the form, sign it, and fax or mail to Amigos. Changes should be received by Amigos one month in advance. The deadline to begin a new service level starting September 1, 2011, is August 1. Pricing will be protected for any changes made after the start of the fiscal year.

Invoices for FY2012 will be sent out in early September. If you need your invoice beforehand, please contact Amigos, [tae@amigos.org](mailto:tae@amigos.org), to request early billing.

## Non-participant Misdirects

Amigos continues to receive misdirected packages intended for institutions who are either no longer with the courier service or who have never participated. Amigos receives these packages because their location numbers and hubs are not recognizable by the sorters in the courier system. We return these packages to the lending institutions to be sent by a method other than the TAE/TExpress courier service.

Please update your records to reflect the following 51 institutions as non-participants. This list is not all-inclusive but does include the most popular locations being mailed erroneously through the courier system.

*Non-participant Misdirects continued on page 2.*

## 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.
- **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](#).

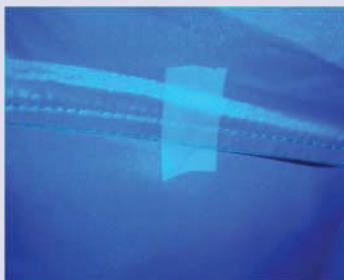
Institution Name	Location	Hub
Alamo Public Library	303	HRL
Allen Memorial Public Library	9228	TYL
Atlanta Public Library	9201	SHV
Bandera County Library	173	SAT
Baylor Health Sciences University	10	DAL
Bedford Public Library	351	FTW
Bettie M. Luke Muenster Public Library	9252	DAL
Bonham Public Library	9203	DAL
Burleson Public Library	355	FTW
Cameron J Jarvis Troup Municipal Library	9275	TYL
Carson County Public Library	1518	AMA
Cedar Park Public Library	356	SAT
Childress Public Library	1505	AMA
Connors State College	705	TUL
Donna Public Library	308	HRL
Duncanville Public Library	9216	DAL
Ellen Brooks Memorial Library	9221	DAL
Elsa Public Library	304	HRL
Franklin Public Library	9251	TYL
Gruver Public Library	1512	AMA
Hansford County Library	1522	AMA
Hemphill County Library	1503	AMA
Henderson State University	856	LTR
Hidalgo Public Library	307	HRL
Kaufman County Library	9236	DAL
La Joya Municipal Library	306	HRL
Lancaster Veterans Memorial Library	97	DAL
Library at Cedar Creek	9270	TYL
Lovett Memorial - McLean	1515	AMA
Memphis Public Library	1516	AMA
Mesquite Public Library	9247	DAL
Ouachita Baptist University	856	LTR
Panola College - North Campus	74	TYL
Panola College - South Campus	75	TYL
Rhoads Memorial Library	1509	AMA
Sammy Brown Library	9206	DAL
San Juan Public Library	305	HRL
Seagoville Public Library	9269	DAL
Singleary Memorial Library	9267	TYL
Stillwater Public Library	500	OKC
Sunnyvale Public Library	9273	DAL
Texas State Technical College - Marshall	124	TYL
Texas Tech University School of Law	192	LBB
Tri-County Library	9241	TYL

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## 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. Book-mark 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.



Institution Name	Location	Hub
Tyler Public Library	9276	TYL
Upshur County Library	9224	TYL
Van Alstyne Public Library	9278	DAL
White Deer Library	1518	AMA
Whitesboro Public Library	9283	DAL
Whitewright Public Library	9284	DAL
Wilson County Public Library	175	SAT

Please refer to the participant list, <http://www.amigos.org/tae/participants>, for a list of institutions currently participating. If you have any doubts about an institution's participant status, please contact Amigos before sending a shipment.

Additionally, please take note of hub designations that are no longer used: FTW (Ft. Worth), WAC (Waco), WFL (Wichita Falls), or SHV (Shreveport). If you encounter an institution in your address system with one of these listed as its hub, please consult the current participant list, <http://www.amigos.org/tae/participants>, for the institution's participation status and correct hub.

## TAE/TExpress Package Tracking Update

Over the next several months, Amigos will implement the much anticipated barcode scanning system for tracking TAE/TExpress shipments. We will soon be conducting a small pilot project to test the system design before full implementation in the fall. Watch your e-mail inbox and future issues of the *Express Gazette* for pilot project details, progress reports, and the scheduled date for the system to go live.

## We're Here for You!

Please contact Erica Owusu at Amigos with any comments, suggestions, or questions about your courier service at [tae@amigos.org](mailto:tae@amigos.org) or (800) 843-8482, ext. 2877.

Do you know of a library that might be interested in joining the TAE/TExpress courier service? Have them contact Amigos to discuss the pricing and resource sharing benefits of becoming a participant.