SEP 14 '99
LIBRARY ADMIN. OFFICE

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MOBIUS Library Delivery System

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The MOBIUS Library Delivery System is to be used for MOBIUS library materials among MOBIUS library members. The Delivery System is not for general campus use and is not to be used for delivery to or from non-MOBIUS members.

Preparing items for shipment:

1. Place items in a MOBIUS bag, an envelope, or a carton/box. Packages may be up to 70 lbs. and 130" in length and girth.
2. Use a separate container for each MOBIUS delivery site (list may be found at http://merlin.missouri.edu/mobius/lanter_label.html). If the bag does not zip easily without strain on the seams, use a second bag or other container.
3. Count the number of items in the container.
   - Loose papers should be enclosed in an envelope (preferably padded) and constitute one item.
4. Attach a mailing label to the container:
   - Print out mailing labels with TO and FROM addresses from http://merlin.missouri.edu/mobius/lanter_label.html
5. Barcode the container:
   - MOBIUS bags should have a barcode in the lower left of the mailing window. If it is missing or damaged, clean off the window and attach a new barcode from your supply.
   - Barcode other containers in the lower left of the mailing label from your supply.
6. Seal the container:
   - MOBIUS bags should be zipped completely closed, the plastic tie inserted in the grommet behind the zipper tab and securely tightened down so the zipper cannot be opened without removing the tie.
   - Envelopes or cartons/boxes must be securely sealed.
7. Fill out the Pickup Record:
   - Date: Fill in the date.
   - Recd From: The name of your institution only (address not needed)
   - Other Billing: Leave blank.
   - Lanter Account number: MOBIUS
   - Package ID numbers: barcode of the bag/container
   - Consignee: Name of the institution you are shipping to (address not needed).
   - PCS. This number is always 1. Each barcode represents only one piece (bag/container being sent to the Consignee). Fill out a separate line for each bag/container.
   - Total Wt.: You do not need to weigh packages. In this column put the total number of items inside in the bag/container, put the number in parenthesis. e.g. (5)
   - Shipper Signature: Sign here
   - Total Pcs.: Total number of bags/containers in the shipment (total of the PCS. column).
8. Leave all copies of the Pickup Record with the shipment.
9. Place all containers and the signed Pickup Record in the area designated with the MOBIUS Delivery sign.

Lanter Pickup:

- Pickup/delivery should be +/- 30 minutes of the posted delivery time for your site.
- Driver will come to the area designated in the Delivery Information Profile. This area should be marked with the MOBIUS Delivery sign.
- Driver will verify the number of Total PCS, sign the form and leave the pink copy for your files.
- Keep the pink copy for at least one month.

Receiving a shipment:

1. Check the shipment:
   - Check the TO address, refuse any bags/containers not addressed to your library.
   - Verify the total number of pieces (containers) in the shipment.
   - If incorrect, line through the missing barcode and initial, adjusting the total number of pieces received.
   - If any container is not securely fastened, count the number of items and record the number of items in the Total Wt. column in parenthesis, make a note OPEN next the number.
   - Sign the delivery form.
2. Record the shipment:
   - As you open each container, record the number of items in the container on the copy of the delivery form the driver left with you.
   - Keep your copy of the delivery form for at least one month.

Problems:

1. Lanter should deliver/pickup every day Mon.-Fri. at your site. If the stop is not made, or to track a missing container, or missing item, fill out the Problem Report Form at http://merlin.missouri.edu/mobius/lanter_label.html. MCO will contact Lanter and attempt to solve the problem. You will be notified of the solution.
2. Loss or Damage claim: If loss is confirmed or damage occurs to an item, fill out the Lanter forms per the instructions on the back, keep a copy of any documentation for your files. Make a copy of the form and documentation and fax to MCO at 573-884-3395. Send the original and documentation to Lanter at the address on the form.

Supplies:

1. Bags: To obtain more MOBIUS bags, post a notice to the MOBIUS listserv requesting bags from other MOBIUS libraries be delivered through Delivery System.
2. Ties: Each library supplies their own after the initial supply is depleted.
3. Forms and barcodes: Notify Lanter per the contact sheet.

MOBIUS DELIVERY

NAME	ADDRESS	CITY	ST	ZIP	TIME	RT#	ORM
Avila College	11901 Wornall Rd.	Kansas City	MO	64145	1100	95124	
Central Methodist College	411 CMC Square	Fayette	MO	65248	915	91107	
Central Missouri State University	601 S. Missouri	Warrensburg	MO	64093	1000	95108	
Columbia College	1001 Rogers	Columbia	MO	65216	945	91106	
Covenant Theological Seminary	12330 Conway Rd.	St. Louis	MO	63141	1230	71430	
Crowder College	601 Laclede Ave.	Neosho	MO	64850	1000	77127	
Culver-Stockton College	#1 College Hill	Canton	MO	63435	1330	78101	
Drury College	900 N. Benton	Springfield	MO	65802	1030	77133	
East Central College	1964 Prairie Dell Rd.	Union	MO	63084	1100	91709	
Fontbonne College	6800 Wydown Blvd.	St. Louis	MO	63105	930	rost	
Hannibal-LaGrange college	2800 Palmyra Rd.	Hannibal	MO	63401	930	78109	
Harris-Stowe State College	3026 Laclede Ave	St. Louis	MO	63103	900	rost	
Jefferson College	1000 Viking DR.	Hillsboro	MO	63050	1300	71592	
Kennrick-Glennon Theological Seminary	5200 Glennon Dr.	St. Louis	MO	63119	1500	71410	
Kirksville College of Osteopathic Medicine	800 W. Jefferson St.	Kirksville	MO	63501	1215	91109	
Lincoln University	712 Lee St.	Jefferson City	MO	65101	1030	91101	
Lindenwood University	209 S. Kingshighway	St. Charles	MO	63301	1000	71401	
Linn State Technical College	#1 Technology Dr.	Linn	MO	65051	1545	91115	
Logan College of Chiropractic	1851 Schoettler Rd.	Chesterfield	MO	63017	1100	71430	
Maryville University of St. Louis	13550 Conway Rd.	St. Louis	MO	63141	1300	71430	
Metropolitan Community Colleges	500 SW Longview Rd	Lees Summit	MO	64081	1030	95118	
Mineral Area College	5270 Flat River Rd.	Park Hills	MO	63601	915	71591	
Missouri Baptist College	#1 College Park Dr	St. Louis	MO	63141	1330	71430	
Missouri Southern State College	3950 E Newman Rd	Joplin	MO	64801	1100	77129	
Missouri Valley College	500 E College	Marshall	MO	65340	1200	95108	
Missouri Western State College	4525 Down Dr.	St. Joseph	MO	64507	1430	95105	
Moberly Area College	101 College Ave.	Moberly	MO	65270	1300	91112	
North Central Missouri State College	1301 Main St.	Trenton	MO	64683	730	walker	
Northwest Missouri State University	800 University Dr	Maryville	MO	64468	1500	95103	
Ozarks Technical Community College	933 E. Central	Springfield	MO	95802	1030	77133	

NAME	ADDRESS	CITY	ST	ZIP	TIME	RT#	ORM
St. Louis University	3650 Lindell Blvd	St. Louis	MO	63108	1200	rost	
Southwest MO St Univ-West Plaines Campus	304 Cleveland	West Plaines	MO	65775	1130	77205	
Southeast Missouri State University	#1 University Plaza	Cape Girardeau	MO	63701	900	71306	
Southwest Baptist University	1600 University Ave	Bolivar	MO	65613	915	77222	
Southwest Missouri State University	901 S National	Springfield	MO	65804	830	77131	
St. Charles County Community College	4601 Mid Rivers Mall	St. Peters	MO	63376	900	71401	
St. Louis Community College	5460 Highland Park	St. Louis	MO	63110	1430	71418	
State Fair Community College	3201 W 16th St	Sedalia	MO	65301	1400	91107	
Stephens College	1412 Walnut St.	Columbia	MO	65215	1030	91106	
Three Rivers Community College	2080 Three Rivers Blvd.	Poplar Bluff	MO	63901	1330	76114	
Truman State University	100 E. Normal	Kirksville	MO	63501	1200	91109	
University of Missouri-Columbia	79 Ellis	Columbia	MO	65201	1445	91108	
University of Missouri-Kansas City	500 E 52nd St	Kansas City	MO	64110	1000	95124	
University of Missouri-Kansas City	800 E 51st St	Kansas City	MO	64110	1000	95124	
University of Missouri-Rolla	1870 Miner Circle	Rolla	MO	65409	1100	91107	
University of Missouri-St.Louis	8001 Natural Bridge Rd.,Bldg #14	St. Louis	MO	63121	1045	71413	
Washington University	6600 Millbrook	St. Louis	MO	63130	915	rost	
Webser University/Eden Theological	475 East Lockwood Ave.	St. Louis	MO	63119	1230	71410	
Westminster College	501 Westminster Ave.	Fulton	MO	65251	1030	91113	
William Jewell College	64068 Mill St.	Liberty	MO	64068	1030	95122	
William Woods University	200 W 12th St	Fulton	MO	65251	1045	91113	

LANTER
DELIVERY SYSTEMS, INC.

DATE Todays Date

PICKUP RECORD
285927

PRIORITY SHIPMENT PICKUP RECORD
GENERAL COMMODITY AND FINANCIAL CUSTOMER USE

FROM NAME AND ADDRESS	OTHER BILLING NAME AND ADDRESS	LANTER ACCOUNT NUMBER
YOUR LIBRARY NAME	LEAVE BLANK	MOBIUS

PACKAGE ID NUMBERS	CONSIGNEE	ADDRESS	CITY	STATE	ZIP CODE	PCS.	TOTAL WT.	OPTIONAL SERVICES OVNT. LTR.	DECL. VAL.	AOD	COD AMT.
126504	RECEIVING LIBRARY NAME					1	(5)				
126821	RECEIVING LIBRARY NAME					1	(3)				

SHIPPER SIGNATURE	TOTAL PCS.	TERMS AND CONDITIONS ON REVERSE	TIME	WAIT TIME	COURIER SIGNATURE	ROUTE NUMBER	TOTAL PCS.
YOUR NAME	2						

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LANTER BILLING