

# COURIER PROGRAM & SHARING GROUPS



This handout is meant to be an overview of important factors to consider and have in place before starting/joining a Sharing Group or potentially joining the Courier Program.

## What the Courier/Sharing Groups means for you community:

*I grew up in a place where you read the books available in your local library and those were your only options. Sharing groups was a wonderful, new idea to me! By the time my twins were four years old, we had gone through the children's picture book section twice. I don't remember who told me about Partners, but I'll always be grateful they did. My family has 40 books on hold and a vast majority of those 40 requested books are now coming from libraries all over Montana. You don't simply cater to your own community either, but share with readers throughout the state and firmly believe in getting books into children's hands. I always look at the library name on the barcode and think, "someone from Prairie County, LoLo School Library, Miles City, Missoula etc. took the time to send us this book." It makes me treasure the book all the more.*

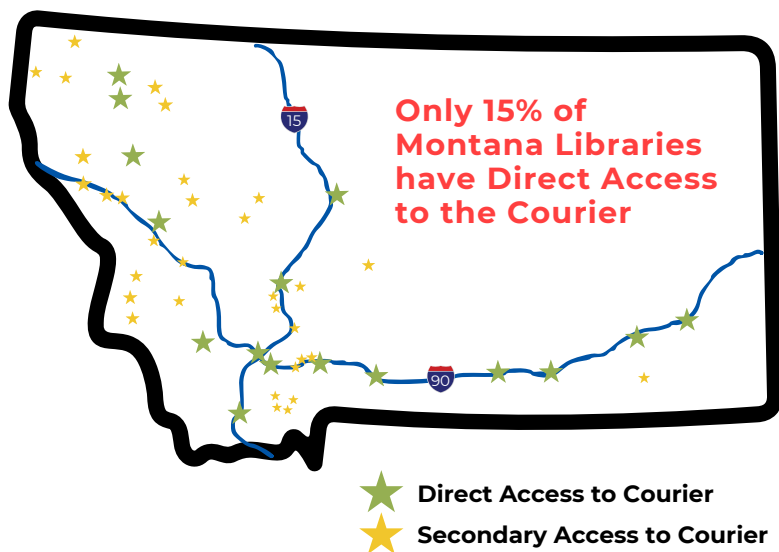
*- Patron from Stillwater County*



## We are working on having a courier reach you!

Belt, Big Sandy, Big Timber, Billings, Bridger, Broadus, Browning, Cascade, Chester, Chinook, Choteau, Circle, Conrad, Culbertson, Cut Bank, Deer Lodge, Denton, Dutton, East Glacier, Ekalaka, Fairfield, Fort Benton, Froid, Geraldine, Glasgow, Hardin, Harlem, Harlowton, Havre, Hobson, Hotsprings, Joliet, Jordan, Lewistown, Malta, Opheim, Plentywood, Red Lodge, Richey, Ronan, Roundup, Saco, Saint Ignatius, Scobey, Shelby, Sidney, St Regis, Stanford, Sunburst, Thompson Falls, Townsend, Valier, Wibaux, Winnett, Wolf Point, and Tribal College/Public Libraries on Montana's 7 Reservations: Blackfeet, Crow, Flathead, Fort Belknap, Fort Peck, Northern Cheyenne, and Rocky Boy's.

We are currently out for bid for a courier service. We are hoping that we will be able to expand, but we are also willing to put out more regional bids for a courier if areas are unserved with statewide courier.



## Crates, Space, & Organization

- How many communities in group?
- How many stops a week? (Minimum 2)
- Rack: 48 in. W x 72 in. H x 24 in. D
  - 3 crates per shelf, 5 shelves (15)
- Crates: 21 in. W x 14 in. D x 11 in. H
  - Holds 45-55 books
  - Weight: 30 lbs
- Sorting: Major Hub, Sub-hub, Final Stop
- Sorting: Drop off space, Pick up space, & sorting space
- Portable barcode scanner- Tablet or Computer



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Participating in a Sharing Group has numerous benefits for a library and its community members, but it's important to understand and practice common management tasks in the Montana Shared Catalog to keep up with holds for your patrons, but also those within your group.

## Managing Holds: MSC Quarterly Webinar

Recording: <https://youtu.be/-B9rgLKRkgc>.

This training goes over most common practices related to holds in the Montana Shared Catalog. These are management best practices that a library should be very comfortable and well versed in before starting/joining a sharing group.



[Training Video](#)

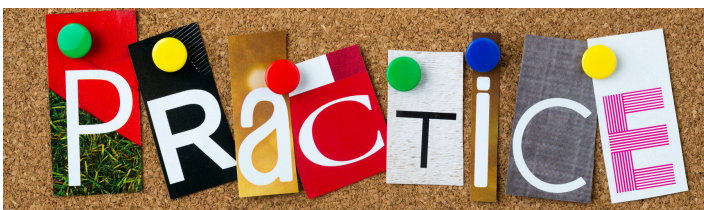
The following MSC knowledge base articles were referenced in Webinar

- [Common Tasks in Enterprise](#)
- [Common Tasks in the Montana Shared Catalog App](#)
- [Placing Holds in WorkFlows](#)
- [Filling Holds in WorkFlows](#)
- [Cleaning the Holds Shelf from WorkFlows](#)
- [Modifying Holds in WorkFlows](#)
- [Removing Holds in WorkFlows](#)
- [Core Reports in BCA](#)
- [Problem Holds: Common Issues and Solutions](#)



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## MSC Sharing Group Rules to Consider

- Checkout Lengths
- Sheltering Times
- Checkout/Hold Limits
- Sharing/Item Type Limits
- Packing/Slip Guidelines
- Managing Holds
- Fines/Lost Item Bills
- Example Rules: [Partners](#)



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