

## **Update on Scanning and Scanners**

Hello TAE/TExpress Libraries,

I want to provide an update on the scanning of TAE/TExpress materials.

We have spoken with BeavEx (courier provider) several times this year regarding the lack of scanners on some routes. They are moving to a new system for scanning TAE bags later this summer. As we receive more details from BeavEx, we will pass this information on to you.

We understand that there are some concerns when drivers arrive to pick up materials and they do not have scanners. This has been an ongoing discussion with BeavEx. They have explained that the current devices in use are outdated and frequently break or won't scan due to a short battery life. If a scanner breaks, the device has to be sent to the manufacturer for repairs. In some cases, there are not enough scanners available for every driver on a TAE route.

Please note if materials are not scanned at your location, BeavEx is still scanning materials when the items arrive at the hubs (warehouses).

If your library does not feel comfortable sending items via the courier without a scan in your library, please know that the TAE office will reimburse lost items that are going from one TAE/TExpress library to another TAE/TExpress library.

To reimburse, we need:

- The lending library to report the lost item.
- Include the TAE bag barcode (barcode on the outside of the courier bag)
- Report lost items to TAE within 12 months of the ship date.
- Invoice Amigos for the cost of the item (exclude processing fees)
- Items can be reported online under your library's *TAE Participant Page*.




Amigos and/or BeavEx will reimburse your lost item three months after the ship date (many items are recovered before 3 months).

## **Recording Bags Barcodes**

Many libraries already record their outgoing bag barcodes. If your library has not been recording the TAE bag barcodes, we have provided a simple spreadsheet on the TAE site for your use. The Excel spreadsheet can be downloaded and edited to suit your needs.

The TAE Barcode Log Template is available at <http://www.amigos.org/node/137>. It is the first option under the Current TAE Participants box.

## CURRENT TAE PARTICIPANTS

- [Barcode Log Template \(.xlsx\)](#)
- [Export Statistics](#)
- [Trans-Amigos Express News](#)
- [Kansas Library Express Labels](#) 
- [MALA Label Maker Database](#) 
- [MOBIUS Label Maker](#) 
- [Supply Request Form](#)
- [TAE Guidelines](#)
- [TAE Labels](#)
- [View Participants](#)
- [View Holiday Closings](#)

Please know that we have looked at alternative courier options to improved overall courier delivery and will continue to do so. One of the recent options we investigated offered a tracking service similar to FedEx, however, their service fees were also 48% higher than our current rates and their service was not available for the entire TAE region.

I realize that this is quite a bit of information to take in but I wanted to assure everyone that our goal for the courier program is to provide an efficient and cost-effective service for all of our libraries.

If you have any questions or concerns, please feel free to contact me at 972-340-2830.

Sincerely,

Bea Ramirez  
TAE Manager