

RAILS Authorized Delivery Labels

Libraries are required to use a RAILS-approved delivery label. Our goal is to standardize the delivery labels to reduce confusion. Allowing individual libraries to create their own version of the delivery label is confusing for delivery staff, slows the sorting process, and could increase patron wait time for items.


There are four types of labels authorized for use. Items with unauthorized labels will be returned to the sending or owning library.

Please use only a pen or black marker (no highlighters) to write on the delivery label. A short [video](#) provides basic instructions about the proper labeling of materials.

RAILS Authorized Labels

1. RAILS writeable self-adhesive label or PDF

The RAILS delivery “sticky” label is free and can be ordered by filling out the request form at <https://railslibraries.org/delivery/labels>. A printable version is available.



Route _____
Optional

TO: _____
Code or full name of library

FOR: _____
Code or full name of destination library if different from above

FROM: _____

NOTES/DATE DUE

CIRCLE ONE: HOLD RETURN

2. RAILS approved computer generated label

Labels generated by a library's or consortium's integrated library system (ILS) must be approved by RAILS Delivery prior to use. RAILS provides specifications for delivery labels for libraries or consortia that wish to use their ILS or other software to automatically generate their own. This replaces the RAILS-supplied labels currently in use. An ILS-generated label that includes the destination and owning libraries can increase accuracy and efficiency in the library and in the delivery operation.

RAILS Specifications for ILS-Generated Delivery Labels: <https://railslibraries.org/delivery/labels>



21132002113146

RAILS

TO: OAK PARK PUBLIC LIBRARY

CITY: OAK PARK

FOR: _____

OWNER: OAK PARK PUBLIC LIBRARY

NOTES/DATE DUE:

31132012617456

A higher call : an incredible true story of combat and

Set to In Transit: Wed Nov 12 2014 09:52

3. FMI (Find More Illinois) label

Libraries participating in Find More Illinois may use the shipping labels generated by the SHAREit software instead of the RAILS or ILDS delivery labels. ILDS libraries should continue using the CARLI labeling system for bag labels so delivery statistics are captured. Learn more about FMI shipping label best practices at <https://www.findmoreillinois.org/documentation/7538>

| DELIVERY | | RETURN | |
|-------------|------|------------|------|
| Routing: | Hub: | Routing: | Hub: |
| To: | | To: | |
| Pick Up At: | | From: | |
| From: | | | |
| Ship Date: | | | |
| SHAREit #: | | SHAREit #: | |
| ILLCode: | | ILLCode: | |
| Title: | | Title: | |
| Author: | | Author: | |
| Due Date: | | Item #: | |
| Item #: | | ItemCode: | |
| ItemCode: | | | |

FOR RETURNS: CROSS OUT THIS SIDE & USE OTHER SIDE

4. ILDS Label

ILDS labels should be used when sending items outside your hub or system, or to academic libraries that are ILDS locations. ILDS labels are available to print at <https://railslibraries.org/delivery/ilds>.

| FINAL DESTINATION (FOR) | | | | |
|--|-----|-------------------|-----|-----|
| CDP Delivery Information (TO) | | | | |
| FROM | | | | |
| NOTES | | | | |
| ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW | | | | |
| To Systems or their Non-ILDS Members | | To ILDS Libraries | | |
| CPL | ADL | ERK | KKC | ONU |
| XBR | AGC | EWU | KNX | PML |
| XCV | AIC | FLD | KSC | PRC |
| XEP | ALP | GRN | LAC | PRK |
| XGV | ANC | GSU | LCC | QCY |
| XRF | ARU | HRT | LEW | RCC |
| XSW | AUG | HST | LFC | RFM |
| XWH | BEN | HWC | LLC | RJD |
| ZCA | BHC | ICC | LUC | RKC |
| ZCH | BLC | ICO | MBI | ROU |
| ZED | BRA | IEF | MCK | RSH |
| | BRN | IEL | MHC | RVC |
| | CBG | IEO | MIL | SAI |
| | CLC | IEW | MLS | SCC |
| | COD | IID | MON | SEI |
| | COL | IIT | MRT | SFM |
| | CON | ILC | MVC | SIC |
| | CRL | IMS | MWU | SIE |
| | CSC | ISL | MXC | SIM |
| | CSU | ISU | NBT | SJC |
| | CTS | IVC | NBY | SUN |
| | CTU | IWU | NCC | SML |
| | DAC | JAL | NEI | SRC |
| | DOM | JKM | NIU | SSC |
| | DPU | JML | NLU | SVC |
| | DPX | JOL | NPU | SWI |
| | ECC | JUD | NUH | SKU |
| | EIU | JWC | NWU | TIU |
| | ELM | KCC | OAK | TRN |
| | ERI | KIS | OHG | TRT |

ILDS codes defined at <http://ildscode.org>

For a directory of Illinois libraries visit: <http://www.libraryofillinois.org>

April 2024