ILS-Generated Delivery Labels:
RAILS Specifications

RAILS is providing specifications for delivery labels for libraries or consortia that wish to use their ILS or other software to automatically generate their own, to replace the RAILS-supplied labels currently in use. Current labels require library staff to hand-write the destination and owning library on the label. An automatically generated label that includes the destination and owning libraries can increase accuracy and efficiency in the library and in the delivery operation.

The label is generated when an item is set to an in-transit status (usually by being checked in or when triggering a hold for a patron at another library). It prints via a native print template in the library's Integrated Library System (ILS) software, or via a third-party software client connected to the ILS. Library staff then place the label directly on the front cover of the item, and route the item for delivery.

If you have a label you'd like to begin using, contact RAILS Delivery to confirm its compliance with the specifications.

Suggested Equipment & Supplies

Printer: Epson TM-T88IV ReStick 80mm

Receipt paper: MAXstick EDGE 3.125" (80mm) wide adhesive liner free thermal receipt paper, 7/16" core. Adhesive on right and left edges.

Software

The software used to generate the label depends on the Integrated Library System (ILS). Some ILS products may have native functionality (such as iReport in Sierra and Millennium) that can produce transit labels to specifications, while others may require additional development or a third-party product. RAILS does not require a specific solution as long as the specifications are met.

Label Dimensions

Width: 3.125" or width of receipt paper

Length: 4.25" maximum

RAILS Logo

Label Elements (top to bottom)

Minimum font sizes are listed; fonts can be larger if desired.

Destination barcode: The destination library's Codabar barcode, taken from the RAILS-supplied list (duplicates library in "To:" field). 0.6" h. Numeric barcode below at 8 pt.

RAILS (logo image or text): 0.60" h x 0.97" w

To: [Destination library name]: Full legal name of the library using approved abbreviations, taken from the RAILS-supplied list. 12pt sans-serif bold. Continue on new line if needed.

Owner: [Owning library name]: 12pt sans-serif bold.

Notes/Date Due [line for library staff to use as needed]: 10pt sans serif bold.

Item barcode*: Symbology varies depending on the library or consortium. Codabar is the most commonly used.
0.6" h. Numeric barcode below at 8pt.

Item title*: 8pt sans-serif.

Time stamp for in-transit status*: 10pt sans-serif.

*optional