RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM

125 Tower Drive
Burr Ridge IL 60527
630.734.5000
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railslibraries.info

RAILS Standardized Delivery Label

In our continuing effort to streamline and standardize delivery operations system-wide, RAILShas created a standard label for all RAILS member libraries to use when routing materials between libraries in the same RAILS delivery service area (XBR, XCV, XEP, XGV, XRF, XSW, XWH).

Order delivery labels at https://railslibraries.org/delivery/labels (you must be logged in to access the form). Free for RAILS libraries.

Labeling Instructions for XEP Libraries

Changes to Delivery Label Procedure *(non-ILDS libraries only)*

- **ROUTE:** This field is to be left blank
- Enter the destination library's **delivery code**. **Please include the dash and "EP"**
  - *Example: "195-EP"*

General Label Instructions

- Secure a label to each item. Rubber bands should be used with non-adhesive labels, not covering the destination. Do not tape labels onto library materials.
- Each item must be labeled individually, including bundled items.

- Do not enter a patron's name anywhere on the label.

Filling In Label Fields

To avoid confusion, be sure to enter the destination library's delivery code in the appropriate field.

- **ROUTE:** This field is to be left blank
- **TO: Enter the destination library's delivery code. Please include the dash and "EP"**
  - *Example:* "195-EP"
- **FOR:** Use only when the final destination receives indirect delivery via a Community Delivery Partner (CDP) **OR** for branch deliveries. **Enter the full name of the final destination library**.
  - *CDP Example*: Items for Galva Junior/Senior High School are dropped off by RAILS delivery at Galva Public Library, the school's delivery partner. The label should say -
    TO: 058-EP
    FOR: Galva Junior/Senior High School
  - *Branch Example*: Items for the North Branch of Peoria Public Library are dropped off by RAILS delivery at Peoria Public Library's Main Branch The label should say-
    TO: 116-EP
    FOR: North Branch
- **FROM:** Enter the full name of the library that's sending the item, not the delivery code. This info is for the destination library.
- **NOTES / DUE DATE:** (Optional) You may use this field to indicate a due date, or to add special instructions, notes regarding the item's condition when received, or other information.
- **CIRCLE HOLD OR RETURN (***new optional feature***)** Circle "Hold" if the item is to fill a hold, or circle "Return" if the item is being returned to the owning library.

Filling In ILDS Labels

These labels are to be used when the destination library is an ILDS library **OR** the destination library is outside of the XEP delivery area.

Please refer to the ILDS label for labeling instructions. In the upper field delivery codes are not to be used. Please print the full name of the destination library.

Please refer to the pictured examples below for both RAILS delivery labels and ILDS labels.

RAILS

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RAILS Standard Label

RAILS

Destination: Directly to Library

Route _____
Optional

TO: **002-EP**

Code or full name of library

FOR: _____

Code or full name of destination library if different from above

FROM:
Jane Doe Public Library

NOTES/DATE DUE

_____

_____

CIRCLE ONE: (**HOLD**)   **RETURN**

RAILS

Destination: RSA Cataloging

Route _____
Optional

TO: **200-EP**

Code or full name of library

FOR: _____

Code or full name of destination library if different from above

FROM:
Jane Doe Public Library

NOTES/DATE DUE

_____

_____

CIRCLE ONE: **HOLD**   **RETURN**

RAILS

Destination: Branch Library

Route _____
Optional

TO: **072-EP**

Code or full name of library

FOR: **Roanoke Branch**

Code or full name of destination library if different from above

FROM:
Jane Doe Public Library

NOTES/DATE DUE

_____

_____

CIRCLE ONE: **HOLD**   (**RETURN**)

RAILS

Destination: CDP Library

Route _____
Optional

TO: **070-EP**

Code or full name of library

FOR: **Heyworth Junior/Senior High School**

Code or full name of destination library if different from above

FROM:
Jane Doe Public Library

NOTES/DATE DUE

_____

_____

CIRCLE ONE: (**HOLD**)   **RETURN**

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ILDS Label

FINAL DESTINATION (FOR)
Illinois State University
CDP Delivery Information (TO)

FROM **Northern Illinois University**

NOTES

ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW

To Systems or their Non-ILDS Members

CPL
XBR
XCV
➤ (XEP)
XGV
XRF
XSW
XWH
ZCA
ZCH
ZED

ILDS codes defined at http://illinoisdelivers.net

For a directory of Illinois libraries see: http://www.librarylearning.info/libraries/

May 2022

To ILDS Libraries

ADL	FLD	KSC	PRC	UIC
AGC	GRN	LAC	PRK	UIH
AIC	GSU	LCC	QCY	UIP
ALP	HRT	LEW	RCC	UIR
ARU	HST	LFC	RFM	UIS
AUG	HWC	LLC	RJD	UIU
BEN	ICC	LUC	RKC	UNI
BHC	ICO	MBI	ROB	USF
BLC	IEF	MCK	ROU	VCM
BRA	IEL	MHC	RSH	WCC
BRN	IEO	MIL	RVC	WCN
CLC	IEW	MLS	SAI	WHE
COD	IID	MON	SCC	WIU
COL	IIT	MRT	SEI	WQC
CON	ILC	MVC	SFM	WRH
CRL	IMS	MWU	SIC	WWC
CSC	(ISL) ➤	MXC	SIE	
CSU	ISU	NBT	SIM	
CTS	IVC	NBY	SJC	
CTU	IWU	NCC	SJN	
DAC	JAL	NEI	SML	
DOM	JKM	NIU	SRC	
DPU	JML	NLU	SSC	
DPX	JOL	NPU	SVC	
ECC	JUD	NUH	SWI	
EIU	JWC	NWU	SXU	
ELM	KCC	OAK	TIU	
ERI	KIS	OHC	TRN	
ERK	KKC	ONU	TRT	
EWU	KNX	PML	UCH	

FINAL DESTINATION (FOR)
Addison Public Library
CDP Delivery Information (TO)

FROM **Peoria Public Library**

NOTES

ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW

To Systems or their Non-ILDS Members

CPL
XBR
XCV
XEP
➤ (XGV)
XRF
XSW
XWH
ZCA
ZCH
ZED

ILDS codes defined at http://illinoisdelivers.net

For a directory of Illinois libraries see: http://www.librarylearning.info/libraries/

May 2022

To ILDS Libraries

ADL	FLD	KSC	PRC	UIC
AGC	GRN	LAC	PRK	UIH
AIC	GSU	LCC	QCY	UIP
ALP	HRT	LEW	RCC	UIR
ARU	HST	LFC	RFM	UIS
AUG	HWC	LLC	RJD	UIU
BEN	ICC	LUC	RKC	UNI
BHC	ICO	MBI	ROB	USF
BLC	IEF	MCK	ROU	VCM
BRA	IEL	MHC	RSH	WCC
BRN	IEO	MIL	RVC	WCN
CLC	IEW	MLS	SAI	WHE
COD	IID	MON	SCC	WIU
COL	IIT	MRT	SEI	WQC
CON	ILC	MVC	SFM	WRH
CRL	IMS	MWU	SIC	WWC
CSC	ISL	MXC	SIE	
CSU	ISU	NBT	SIM	
CTS	IVC	NBY	SJC	
CTU	IWU	NCC	SJN	
DAC	JAL	NEI	SML	
DOM	JKM	NIU	SRC	
DPU	JML	NLU	SSC	
DPX	JOL	NPU	SVC	
ECC	JUD	NUH	SWI	
EIU	JWC	NWU	SXU	
ELM	KCC	OAK	TIU	
ERI	KIS	OHC	TRN	
ERK	KKC	ONU	TRT	
EWU	KNX	PML	UCH	