


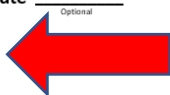
Labeling Instructions for XEP Libraries

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

- **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"

 **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

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.



****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



****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



****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



****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

FINAL DESTINATION (FOR)	
Illinois State University	
CDP Delivery Information (TO)	
FROM	Jane Doe Public Library
NOTES	

ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW

To Systems or their Non-ILDS Members	To ILDS Libraries				
CPL	ADL	FLD	KSC	PRC	UIC
XBR	AGC	GRN	LAC	PRK	UIH
XCV	AIC	GSU	LCC	QCY	UIP
XEP	ALP	HRT	LEW	RCC	UIR
XGV	ARU	HST	LFC	RFM	UIS
XRF	AUG	HWC	LLC	RJD	UIU
XSW	BEN	ICC	LUC	RKC	UNI
XWH	BHC	ICO	MBI	ROB	USF
ZCA	BLC	IEF	MCK	ROU	VCM
ZCH	BRA	IEL	MHC	RSH	WCC
ZED	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	

ILDS codes defined at
<http://illinoisdelivers.net>

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

May 2022

FINAL DESTINATION (FOR)	
Oak Park Public Library	
CDP Delivery Information (TO)	
FROM	Jane Doe Public Library
NOTES	

ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW

To Systems or their Non-ILDS Members	To ILDS Libraries				
CPL	ADL	FLD	KSC	PRC	UIC
XBR	AGC	GRN	LAC	PRK	UIH
XCV	AIC	GSU	LCC	QCY	UIP
XEP	ALP	HRT	LEW	RCC	UIR
XGV	ARU	HST	LFC	RFM	UIS
XRF	AUG	HWC	LLC	RJD	UIU
XSW	BEN	ICC	LUC	RKC	UNI
XWH	BHC	ICO	MBI	ROB	USF
ZCA	BLC	IEF	MCK	ROU	VCM
ZCH	BRA	IEL	MHC	RSH	WCC
ZED	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	

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May 2022