New RAILS Delivery Codes and Labeling Procedure

Effective 8/1/2022

RAILS has been working with GeoMARC (formerly LASA) from Southern Illinois University Edwardsville to evaluate their East Peoria delivery operation. Based on their recommendations, RAILS is completely re-routing all East Peoria delivery locations.

THIS REVISED ROUTING WILL TAKE EFFECT BEGINNING MONDAY, AUGUST 1, 2022.

As part of this change, libraries will now be identified by a three-digit delivery code followed by "-EP," rather than by the library's full name.

RSA has added these delivery codes to the RSA Membership List, since we are aware that this is the primary document used by our members for labeling outgoing materials. The updated RSA Membership List, including NEW Delivery Codes is now available on the Membership page of the RSA Support Site, or download here:
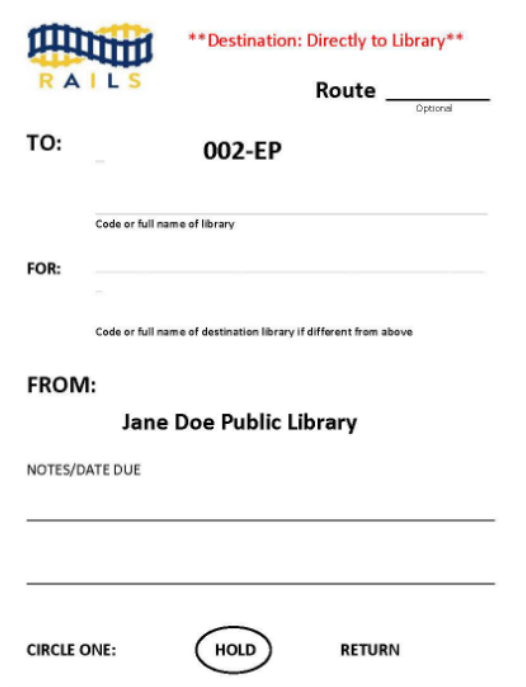https://alsi.sdp.sirsi.net/custom/web/pages/RSAMembership/Membership_and_holds_groupings.doc

If you visit the Membership page and are still seeing the old version of the Membership list, you may need to refresh your browser's cache.

The second column on this list is now labelled "Library Delivery Code."

Last Updated: 28 July 2022		Libraries in BOLD send holds to all libraries			
10 Digit Name (Library codes sorted A-Z)	Library Delivery Code	**Library Description &** **CDP Delivery Label Info**	RSA Membership Level	Hold Library Level	Library Gmail Address. Add @gmail.com
AG_ALS-PDC	*200-EP*	*CATALOGING REQUEST FORM ITEMS – RSA Staff*			
1_RSA-NFP	→	*Special Library – Union List Library holds placed here* *To: Look up destination lib. Delivery Code on this list*	*Pickup Location only*		
A0_A-C-HS	001-EP	A-C Central CUSD #262 – Middle & High School	**Full Online**	**ALL Libs**	a0.a.c.hs.rsa
A1_A-C-JRH	→	A-C Central CUSD #262 – Elementary School To: 001-EP, For: AC Central 262 ES	**Full Online**	**ALL Libs**	a1.a.c.jrh.rsa
A5_ALWD-HS	003-EP	AlWood CUSD #225 - High School	**Basic Online**	**ALL Libs**	a5.alwd.hs.rsa
A6_ALWD-ES	→	AlWood CUSD #225 - Elementary School To: 003-EP, For: AlWood 225 ES	Basic Online	Schools	a6.alwd.es.rsa
AASTOR-PLD	005-EP	**Astoria Public Library District**	**Basic Online**	All Libs	aastor.pld.rsa
ABINGDN-HS	→	Abingdon - Avon District 276 - High School To: 139-EP, For: Avon 276 HS	Full Online	**ALL Libs**	abingdn.hs.rsa
AVON-CUSD	→	Abingdon - Avon District 276 – Middle Elementary To: 139-EP, For: Avon 276 ES	**Full Online**	**ALL Libs**	avon.cusd.rsa
AB2NGDN-GS	→	Abingdon - Avon District 276 - Hedding Grade School To: 139-EP, For: Avon 276 Hedding GS	**Full Online**	Library Closed for now	ab2ngdn.gs.rsa
AC_ALDO-SD	096-EP	Mercer County SD #404 - High School (was Aledo CUSD #201)	**Basic Online**	**ALL Libs**	ac.aldo.sd.rsa
AG_ALS-PDC	200-EP	**Resource Sharing Alliance NFP**	**Full Online**	**ALL Libs**	ag.als.pdc.rsa
AKINSON-PL	006-EP	Atkinson Public Library District	Basic Online	Publics	akinson.pl.rsa.new
AP_ALPHAPK	002-EP	**Alpha Park Public Library District**	**Full Online**	**ALL Libs**	ap.alphapk.rsa

In this column, you will now see library delivery codes in black. For example, if a library's Delivery Code is listed as "002-EP," please write or type "002-EP in the "To:" field on the RAILS delivery label.

If the Delivery code column for a library has a red arrow (→) rather than a delivery code, this means that the library you are sending to is either a branch library or has a Community Delivery Partnership. In this case, please look at the red text in the "Library Description & CDP Delivery Label Info" column.

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AG_ALS-PDC	200-EP	CATALOGING REQUEST FORM ITEMS – RSA Staff			
1_RSA-NFP	→	Special Library – Union List Library holds placed here To: Look up destination lib. Delivery Code on this list	Pickup Location only		
A0_A-C-HS	001-EP	A-C Central CUSD #262 – Middle & High School	Full Online	ALL Libs	a0.a.c.hs.rsa
A1_A-C-JRH	→	A-C Central CUSD #262 – Elementary School To: 001-EP, For: AC Central 262 ES	Full Online	ALL Libs	a1.a.c.jrh.rsa
A5_ALWD-HS	003-EP	AlWood CUSD #225 - High School	Basic Online	ALL Libs	a5.alwd.hs.rsa
A6_ALWD-ES	→	AlWood CUSD #225 - Elementary School To: 003-EP, For: AlWood 225 ES	Basic Online	Schools	a6.alwd.es.rsa
AASTOR-PLD	005-EP	Astoria Public Library District	Basic Online	All Libs	aastor.pld.rsa
ABINGDN-HS	→	Abingdon - Avon District 276 - High School To: 139-EP, For: Avon 276 HS	Full Online	ALL Libs	abingdn.hs.rsa
AVON-CUSD	→	Abingdon - Avon District 276 – Middle Elementary To: 139-EP, For: Avon 276 ES	Full Online	ALL Libs	avon.cusd.rsa
AB2NGDN-GS	→	Abingdon - Avon District 276 - Hedding Grade School To: 139-EP, For: Avon 276 Hedding GS	Full Online	Library Closed for now	ab2ngdn.gs.rsa
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AP_ALPHAPK	002-EP	Alpha Park Public Library District	Full Online	ALL Libs	ap.alphapk.rsa

In this case, write the indicated Delivery Code in the "To:" section of the Delivery Label, and the indicated name in the "For:" section of the delivery label. See example below:

RAILS

Route _____
Optional

TO: _____ 139-EP

Code or full name of library

FOR: _____ Avon 276 ES

Code or full name of destination library if different from above

FROM:

_____ Your Library Name

NOTES/DATE DUE

_____

_____

CIRCLE ONE: HOLD   (RETURN)

RAILS has provided more detailed labeling instructions, which are available here.

Please reach out to the RAILS Delivery Helpdesk with questions about the change to the delivery procedure.