

## Ordering & Reusing Barcodes Guide

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### Barcode ordering Information:

- All RSA member libraries are to use RSA assigned barcodes on their items and patron cards
- Patron cards can have barcodes printed on them
- IDLabel is the preferred barcode vendor. RAILS members can get discounted pricing on their order by using this link: <https://idlabelinc.com/rails/>.
- There are several plastic library card vendors used by member libraries:
  - IDLabel, Inc.: <https://idlabelinc.com/rails/>
  - PermaCard (formerly Creative Dataproducts): <https://www.permacard.com/>
  - Vanguard ID Systems: [www.vanguardid.com](http://www.vanguardid.com)
  - Rainbow Printing: [www.rainbow-printing.com](http://www.rainbow-printing.com) (check barcodes)
  - Dasher Printing Services, Inc.: [www.dasherprinting.com](http://www.dasherprinting.com)
- Libraries will need to supply their last barcode number so that vendors know where to begin.
- Before completing your order, request barcode proofs from the vendor and share them with RSA Member Services so that new barcodes can be checked for correct formatting and calculations. Email your proofs to Member Services at [help@rsanfp.org](mailto:help@rsanfp.org)
- Barcode Format:
  - Item barcodes
    - 12 digits including the beginning A and the ending check digit
    - Code 39 Mod 10 symbology
      - A guide for the [Mod 10 calculation](#) is on the RSA Support Site
  - Patron barcodes
    - 10 digits including the beginning D and the ending check digit
    - Code 39 Mod 10 symbology
      - A guide for the [Mod 10 calculation](#) is on the RSA Support Site
- Please check with RSA to ensure that your barcodes will not roll into another library's assigned number range.
- All label orders are between the chosen vendor and the library.
- Within RSA, barcode prefixes are of several different lengths. If your order of new barcodes will "roll over" into a new digit, please contact RSA to make sure the roll over does not run into another library's prefix. If it does, RSA will assign a new barcode prefix to that library to the library. Some vendors will contact RSA directly to check on these issues as well.

## Re-Using Barcodes

RSA Member libraries should **NOT** re-use barcodes for either patrons or items. Re-use of barcodes can lead to a variety of issues. The first and most obvious problem is that it often produces an error when a patron who has been assigned a re-used barcode attempts to log in to their RSACat account. In order to resolve this problem, RSA staff must file a Helpdesk ticket with SirsiDynix in order to clear the previous use of that barcode from the system.

The other problem is less evident but more potentially severe. History from the previous use of a barcode can become attached to the new user or item. A patron may appear to have had billing on an item, for example, when this was connected to the previous user who had been issued that barcode.

To avoid these issues, do not reuse barcodes.