



Resource Sharing Alliance
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RAILS Delivery Codes and Labeling Procedure

Last updated: July 3, 2024

RAILS worked with GeoMARC (formerly LASA) from Southern Illinois University, Edwardsville to evaluate their East Peoria delivery operation. Based on their recommendations, RAILS re-routed all East Peoria delivery locations in August 2022.

****THIS REVISED ROUTING TOOK 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 [Member Libraries page of the RSA Support Site](#).

If you visit the Membership page and are still seeing an 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 Description & Delivery Label Info." As of July 1, 2024, RSA has only one membership level so that column has been removed from the list.


Resource Sharing Alliance

Last Updated:

28 June 2024

| 10 Digit Name (Library codes sorted A-Z) | Library Description & Delivery Label Info | Hold Library Level | Library Gmail Address. Add @gmail.com |
|---|---|-----------------------|---|
| <i>RSA CATALOGING or Staff Requested Items</i> | | | |
| AG_ALS-PDC | To: 200-EP | | |
| <i>Special Library – Only used for Mason Memorial or Bushnell- Prairie City CUSD #170 holds</i> | | | |
| 1_RSA-NFP | To: Look up destination library Delivery Code on this list | | |
| A0_A-C-HS | A-C Central CUSD #262 – Middle & High School To: 001-EP | 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 | All Libs | a1.a.c.jrh.rsa |
| A5_ALWD-HS | AlWood CUSD #225 - High School To: 003-EP | All Libs | a5.alwd.hs.rsa |
| A6_ALWD-ES | AlWood CUSD #225 - Elementary School To: 003-EP, For: AlWood 225 ES | Schools | a6.alwd.es.rsa |
| AASTOR-PLD | Astoria Public Library District To: 005-EP | All Libs | aastor.pld.rsa |
| ABINGDN-HS | Abingdon - Avon District 276 - High School To: 139-EP, For: Avon 276 HS | All Libs | abingdn.hs.rsa |
| AVON-CUSD | Abingdon - Avon District 276 – Middle Elementary To: 139-EP, For: Avon 276 ES | All Libs | avon.cusd.rsa |
| AB2NGDN-GS | Abingdon - Avon District 276 - Hedding Grade School To: 139-EP, For: Avon 276 Hedding GS | Temp Closed | ab2ngdn.gs.rsa |
| AC_ALDO-SD | Mercer County SD #404 - High School (was Aledo CUSD #201) To: 096-EP | All Libs | ac.aldo.sd.rsa |
| AG_ALS-PDC | Resource Sharing Alliance NFP To: 200-EP | All Libs | ag.als.pdc.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.


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

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If the Library Description & Delivery Label Info column for a library has “For” and a branch name as well as 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, 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:

| | | | |
|------------|---|----------|----------------|
| ODELL-PL | Odell Public Library District To: 110-EP | All Libs | odell.pl.rsa |
| PO_MAIN-ST | Peoria Public Library - Main Street Branch To: 116-EP, For: Main St.  | All Libs | p0.main.st.rsa |
| P1_LVIEW | Peoria Public Library - Lakeview Branch To: 116-EP, For: Lakeview | All Libs | p1.lview.rsa |
| P2_LINCOLN | Peoria Public Library - Lincoln Branch To: 116-EP, For: Lincoln | All Libs | p2.lincoln.rsa |
| P3_MCLURE | Peoria Public Library - McClure Branch To: 116-EP, For: McClure | All Libs | p3.mclure.rsa |
| P7_OUT | Peoria Public Library – Outreach To: 116-EP, For: Outreach | All Libs | p7.out.rsa |
| P8_NORTH | Peoria Public Library – North Branch To: 116-EP, For: North | All Libs | p8.north.rsa |
| PHEIGHTS | Peoria Heights Public Library To: 114-EP | All Libs | pheights.rsa |



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.