

Resource Sharing Alliance 715 Sabrina Drive East Peoria, IL 61611 866-940-4083

## **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 Description		Library Gmail
(Library codes	&	<b>Hold Library</b>	Address.
sorted A-Z)	Delivery Label Info	Level	Add @gmail.com
	RSA CATALOGING or Staff Requested Items		
AG_ALS-PDC	To: 200-EP		
	Special Library – Only used for Mason Memorial or Bushnell-		
	Prairie City CUSD #170 holds		
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	All Libs	a0.a.c.hs.rsa
	To: 001-EP		av.a.c.ns.rsa
A1_A-C-JRH	A-C Central CUSD #262 – Elementary School	All Libs	a1.a.c.jrh.rsa
	To: 001-EP, For: AC Central 262 ES		
A5_ALWD-HS	AlWood CUSD #225 - High School	All Libs	a5.alwd.hs.rsa
	To: 003-EP	All LIDS	ao.aiwu.ns.rsa
A6_ALWD-ES	AlWood CUSD #225 - Elementary School	Schools	a6 alwd es rsa
	To: 003-EP, For: AlWood 225 ES	Schools	ab.aiwd.es.rsa
AASTOR-PLD	Astoria Public Library District	All Libs	
	To: 005-EP		aastor.pld.rsa
ABINGDN-HS	Abingdon - Avon District 276 - High School	All Libs	-btd- b
	To: 139-EP, For: Avon 276 HS	All LIDS	abingdn.hs.rsa
AVON-CUSD	Abingdon - Avon District 276 – Middle Elementary	All Libs	avon.cusd.rsa
	To: 139-EP, For: Avon 276 ES		
AB2NGDN-GS	Abingdon - Avon District 276 - Hedding Grade School	Temp Closed	ab2ngdn.gs.rsa
	To: 139-EP, For: Avon 276 Hedding GS		
AC_ALDO-SD	Mercer County SD #404 - High School (was Aledo CUSD #201)	All Libs	
	To: 096-EP		ac.aldo.sd.rsa
AG_ALS-PDC	Resource Sharing Alliance NFP	All Libs	
	To: 200-EP		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.

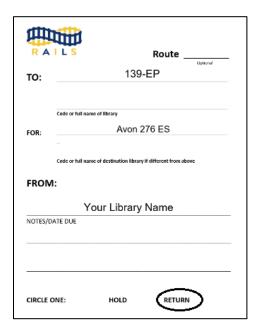
	**Destination: Directly to Library  Route	
то:		
	Code or full name of library	
FOR:		
	Code or full name of destination library if different from above	
FRON	И: Jane Doe Public Library	
NOTES/0	DATE DUE	

## Resource Sharing Alliance

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	All Libs	p0.main.st.rsa
	To: 116-EP, For: Main St.	All LIDS	po.mam.st.15a
P1_LVIEW	Peoria Public Library - Lakeview Branch	All Libs	p1.lview.rsa
	To: 116-EP, For: Lakeview	All LIDS	pr.iview.isd
P2_LINCOLN	Peoria Public Library - Lincoln Branch	All Libs	p2.lincoln.rsa
	To: 116-EP, For: Lincoln	All LIDS	
P3_MCLURE	Peoria Public Library - McClure Branch	Allusha	p3.mclure.rsa
	To: 116-EP, For: McClure	All Libs	
P7_OUT	Peoria Public Library – Outreach	Allusha	n7 out
	To: 116-EP, For: Outreach	All Libs	p7.out.rsa
P8_NORTH	Peoria Public Library – North Branch	All Libs	=0 ===th ===
	To: 116-EP, For: North		p8.north.rsa
PHEIGHTS	Peoria Heights Public Library	Allusha	-1-1-1-1
	To: 114-EP	All Libs	pheights.rsa
	nor follow the left		



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

Please reach out to the <u>RAILS Delivery Helpdesk</u> with questions about the change to the delivery procedure.