



Routing Items Through Delivery

After a visit to the RAILS contracted delivery service, CTL, SWAN created a procedure to ensure that items are routed properly. Please fill out routing slips according to these procedures.

No. 1

Always use a new routing slip when sending something through delivery.

This applies to items returning home or moving on to a new library. No more crossing out the 'TO:' and circling the 'FROM:' location.

No. 2

Fill out the RAILS routing slip for direct delivery as follows:

TO: Using a black Sharpie (or similar marker), print (in LARGE letters) the routing code of the library the item is in transit to.

FOR: Leave blank unless the final destination receives indirect delivery via a Community Delivery Partner. **Do not specify a patron's name.**

FROM: Using a black Sharpie, or similar marker, print in LARGE letters the routing code of YOUR library even if the item does not belong to your library.

(If you decide to purchase a stamp for this purpose please make sure it is only your 3-letter agency code in print ½ - ¾ inch high. Do not include route numbers.)

Your finished slip should look like this



Filling out the slip in this manner is required by RAILS Delivery Service and makes it much easier for sorting purposes. This may help to cut down on delays in delivery.

No. 3



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NEVER write ILL_LIBS on the delivery slip!

If the item is going to an Internet Access ILL_LIBS library your routing slip should look like this:

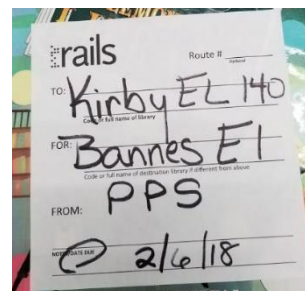
Current Status Of Item 36089000441049

What a trip, Amber Brown / Danziger, Paula, 1944-2004,
I_DAN Copy:1 ID:36089000441049

Proposed action
Route/Transit To ILL_LIBS

Item on hold for: Bannes Elementary, TO: Kirby EL 140 FOR: Bannes Elem
At: ILL_LIBS

Put Item In Transit Cancel



Hint: Don't forget to checkout the item and include the due date when routing materials to Non-SWAN libraries

No. 4

If the item needs to be delivered through ILDS follow the ILDS procedures found on the RAILS [Website](#).

No. 5

No rubber bands!

- Do not use rubber bands on items as the delivery service uses a conveyer system made up of rollers. The rubber bands get caught in the rollers and break.
- Do not rubber band multiple items together with only one routing slip.-Even if all items are going to the same destination, the rubber bands break leaving only the top item with a routing slip. The other items quite often end up at SWAN as CTS does not know where the items should be delivered.

If you have any questions, please contact us or open a ticket by sending an email to help@swanlibraries.net.