


Borrower Print book straps stickers transcripts

In this video I'll show you how to print book straps or stickers and return labels in WorldShare Interlibrary Loan and Tipasa,  when you're the borrowing library.

Look for other videos about printing full requests,

and printing book straps and shipping labels when you're the lending library

Although lending libraries often include a book strap or sticker with materials, many borrowing libraries print their own borrower book straps or stickers to attach to items before giving them to patrons.

The book strap includes the request ID, bibliographic information, and optionally the due date,

patron contact information, and instructions for the patron about returning the item.

Book stickers serve the same purpose, but because they're smaller they have less information. Borrowing libraries attach these to a paper or reusable book strap,

rather than directly to a lender's item.

Here's an overview of the process for book straps or stickers.

Open a request that you're ready to receive.

Select the check box for Print Book Straps/Stickers,

then click Mark as received.

This adds the data to the print queue.

Continue with more requests.

Then when you're ready to print, open the print queue and under borrowing, select Book Straps/Stickers.

Select the items you want to print.

After printing, remove the items from the print queue.

You can customize book straps and stickers.

You can specify whether you want Patron contact information,

the due date and a note to print. You

can also add your library's logo to book straps.

Here's how to do that one-time customization.

From the home screen, under Other,

select OCLC Service Configuration.

In service configuration, click WorldShare ILL, and then Print Settings.

Select a paper size and enter a URL for your library's logo. Note the important information about image size. This logo will be used for both borrower and lender book straps. Under Book Strap and Sticker Settings, in the Borrower and Purchasing section, select Use customized. Optionally, select Show due date. Optionally, select Show Patron data. If you choose this option, patron name, phone and email; and pickup location will print on the book strap or sticker if present in the request.

Optionally you can enter a note that will print at the bottom of the book strap.

You can preview the book strap or sticker by clicking the link.

When you finish making your customizations, click Save. A confirmation message displays. Now that we've customized the book straps, let's see how to use them in our daily work.

In this example I've already opened a request that I'm ready to mark received. I'll check the box for Print Book Straps/Stickers, and then click Mark as received.

I'll repeat this process for another item.

I'll select the check box for Print Book Straps/Stickers and then click Mark as received.

Now that I've added information to the print queue,

I'm ready to print the book straps or stickers.

To do this I'll open the print queue from the left navigation,

and under Borrowing, I'll select Book Straps/Stickers,

and then select the requests I want to print. I'll select all.

Under format, select 2 per page for book straps or 6 per page for stickers. I want book straps, so I'll select 2 per page. Click the print button to display the print preview. Click the printer button in the print preview to send the image to the printer.

The location and appearance of the printer button varies depending on your web browser. Once you've successfully printed the book straps or stickers it's a best practice to remove these items from the print queue. Here's how to do it.

Select Borrowing, Book Straps/Stickers from the print queue in the left navigation. Select the items you want to remove, and then click Remove.

Now I have no results in the print queue.

When you're ready to return items, you can print return labels. Here's an overview of the process. Open a request for an item that you're ready to return. Select the check box for Print return labels, and then click Return item. Repeat this process for more requests. When you're ready to print, open the print queue for borrowing and select Return Labels. Select the items you want to print, select printing options, and then after printing remove items from the print queue.

You can print return labels in either a 6 per page or a 30 per page format. With the 6 per page format you can choose to include additional information, such as the request ID and your "from" address.

I've already opened a request that I'm ready to return. I'll select the checkbox for Print Return Labels, and then click Return Item.

I'll repeat this process for another item.

Again, I'll select the check box for Print Return Labels, and then click Return Item.

When you're ready to print the labels, under the print queue for Borrowing, select Return Labels.

Select the requests you want to print. In this example, I'll select all. Next I select either 6 labels or 30 labels per page. For this example I'll select 6 per page. When I select 6 per page I have the option to print other information on the label.

This includes the request ID, a library mail statement, and a return service requested statement.

It's not recommended but if you've already used a partial sheet of labels, you can specify a starting position other than 1.

If you do the Grid, on the right will show you where the labels will print on the sheet.

Next click the Print button.

This will open the print preview screen. The appearance of the screen and the action you take to send the image to your printer is different in different web browsers.

Labels remain in the print queue until you remove them. If something goes wrong with printing, such as a paper jam, you can just print labels again from the print queue. After you successfully print the return labels, you can remove them. Here's how to do it.

Select Return Labels from the print queue in the left navigation. Select the items you want to remove, and click Remove.

Now I have no results in the print queue

Sometimes you might forget to add a book strap or sticker to the print queue, or something goes wrong with printing, such as the printer running out of paper. If this happens, open the request for which you need a book strap or sticker. Click the arrow next to Print Now, and select Add to Book Strap/Sticker print queue.

This adds the information to the print queue, and then you can follow the same process we saw earlier to print the book strap or sticker from the print queue.

If you forget to add a return label to the print queue, open the request for which you need a label. Click the arrow next to Print Now, and select Add to Return Label Print Queue. Again, follow the process you just saw to print the return label from the print queue.

If you have questions about printing book straps or return labels, please visit help.oclc.org for documentation, training, and contact information for OCLC support in your region. And remember to look for our other videos on printing full requests, and printing bookstraps and shipping labels when you're the lending library.