

Lender print book straps/stickers transcripts

In this video, you will learn how to print
book straps or stickers and shipping labels

when you're in a lending library.

Look for other videos about printing full
requests and printing book straps or stickers

and return labels when you're the borrowing
library.

There are several possible workflows.

Some libraries print full requests to use
as full slips to retrieve requested items

from the shelves.

Then they print book straps or stickers only
for returnable items they retrieved.

They include these book straps or stickers
with the items.

These book straps or stickers serve as packing

or shipping slips that help borrowing libraries

identify the request.

Another option is to print book straps or stickers for all new lending requests and

to use the book straps or stickers both as a pull slip and to send with the item to the

borrowing library.

In this video, I will demonstrate the second option since it's generally the more efficient

workflow.

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

a due date and a note.

Book stickers serve the same purpose.

But because they're smaller, they have less information.

Here's an overview of the process.

Open a request in a "Can You Supply?"

queue and click "Add to Book Strap/Sticker
Print Queue."

Continue with more requests.

When you're ready to print, open the print
queue for lending and select "Book Straps/Stickers."

Select the items you want to print.

Select printing options and when the book
straps or stickers have successfully printed,

remove them from the print queue.

Most libraries that use book straps customize
them to include their logo.

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 then 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” for lender, select “Use Customized.”

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

When you’re finished, click “Save.”

A confirmation message displays.

Now let’s see how to use the customized book straps.

For this example, I've already opened the first request in the "Can You Supply?"

queue.

I will click the arrow next to "Print Now" and then click "Add to Book Strap/Sticker

Print Queue."

I will repeat this process for another request.

On the next request, I will again click the arrow next to "Print Now" and then click

"Add to Book Strap/Sticker Print Queue" and then I would continue for the rest of

the request in the "Can You Supply?"

queue.

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

straps.

To do this, I open the print queue from the left navigation and then under “Lending,”

select “Book Straps and Stickers.”

Then I will select the request for which I want to print book straps.

For this example, I will select all of them and then select the format either two per

page for book straps or six per page for book stickers.

For this example, I will select “two per page” for book straps and then click the

print button.

This displays the print preview.

Click the printer button in the print preview to send to the printer.

Note that the appearance of the print preview and the location of their printer button varies

depending on your web browser.

Book straps remain in the print queue until you remove them.

If something goes wrong with the printing such as a printer running out of paper, you

can just print them again.

Once they've printed successfully, you can remove them.

To do this, I will open the print queue for lending book straps and stickers, select the

items I want to remove and then click the "Remove" button.

Now I have no results in the print queue.

After you've retrieved the items from the shelves, print shipping labels for items that

need them.

Just before you update a request to “Yes,”
select “Print Shipping Labels.”

This adds shipping label information to the
print queue.

Then when you’re ready to print the labels,
the procedure is similar to that for printing

book straps.

You can print shipping labels in either a
six-per-page or a thirty-per-page format.

With a six-per-page format, you can choose
to include additional information such as

the request ID and your “from” address.

I’ve opened a request for which I need a
shipping label.

So, I will select “Print Shipping Labels”

and then click “Yes.”

This adds the shipping label information to the print queue.

I would continue this process for additional requests.

Then when I’m ready to print the labels, I open the print queue and under “Lending,”

select “Shipping Labels.”

I select the request for which I want shipping labels.

In this example, I will select “All” and then select either “six per page” or “thirty

per page.”

For this example, I will select “six per page.”

When I select “six per page,” I have the option to print other information on the label

including the “Request ID barcode,” a library mail statement and a return service requested statement.

It’s not recommended.

But if you already used a partial sheet of labels, you can specify a starting position

other than one.

If you do, the grid on the right shows 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.

Click the printer button to send to the printer.

Now that I've successfully printed the shipping labels, I will remove them from the print queue.

I will select "Shipping Labels" from the pending print queue on the left navigation.

Select the items I want to remove.

In this case, I will select all and click "Remove."

Now I have no results in the shipping labels print queue.

Sometimes you might forget to add a book strap or shipping label to the print queue, or something goes wrong with printing such as a paper jam.

If this happens, open the request for which you need a book strap or shipping label.

Click the arrow next to "Print Now" and

select “Add to Book Strap/Sticker Print Queue” or “Add to Shipping Label Print Queue.”

You can do both if needed.

This adds your selection to the print queue and then you can follow the same procedure

you just saw to print the book strap or label from the print queue.

If you have questions about printing book straps or shipping labels, please visit <https://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 book straps or return

labels when you’re the borrowing library.