How do I print a return label?

Applies to

• WorldShare ILL
• Tipasa

Answer

When you want to return a book to the lending library, you can let the system generate a return label using the address supplied by the lending library:

1. Open the request and check the box in front of Print Return Labels
2. Click Return item
3. Open the Print Queue and select Return Labels
4. Select the request(s) for which you wish to print a label
5. If you wish you can add some extra information to the label, like Request ID barcode
6. Optional: make other changes to the print settings, like changing the Format or Label Position
7. Once you are satisfied, click Print
8. A print preview opens. Select your printer and print the return label.