How do I print a return label?

Last updated: Mon, 27 Jan 2020 21:57:49 GMT

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.