Learn how to print and customize book straps and stickers and print return labels for Borrowing requests in Tipasa.

Print book straps and stickers

Follow the below instructions to add book straps to the print queue and to print book straps for items you are borrowing.

To add book straps to the Print Queue for Borrowing requests:

1. On the left navigation, click **Borrowing Requests**.
2. Open a request that you are ready to receive.
3. Select the checkbox for **Print Book Straps/Stickers**.
4. Select **Mark as Received**.
5. The request will appear under **Book Straps/Stickers** in the **Borrowing Print Queue**.

You can also use the batch processing feature to add **Book Straps** and **Stickers** to the **Print Queue**.

1. Under **Borrowing Requests**, click **In Transit**.
2. From the **In Transit** queue, click **Batch receive "In Transit" items**.
3. A table appears with the batch processing fields.
4. In the request ID field, scan or type the request ID, or click the plus sign (吡) in the table below to add a request.
5. Click **Print Book Straps/Stickers** to add the selected items to the Print Queue.
6. Select **Receive Items**.
7. The selected items will appear under the **Print Queue** for Borrowing.

To print book straps or stickers:

1. On the left navigation, click **Print Queue**.
2. Under the **Borrowing** queue, click **Book Straps/Stickers**.
3. On the **Borrowing Book Straps/Stickers** screen, select the check boxes next to the items for which you want to print book straps. Select the check box at the top of the table to select all items in the table.
4. In the Format list, select **2 per page** to print book straps.
5. In the Format list, select **6 per page** to print book stickers.
6. Click **Print**.
7. On the Print Preview window, click the Print icon or links to print the book straps or book stickers.

To reprint book straps:

1. Open the request for which you need to reprint book straps.
2. At the top of the request, click on the arrow next to the Print Now button.
3. Select Reprint Book Strap/Stickers. The request is added to the Book Straps/Stickers queue.

Customize book straps and stickers

Borrowers and Lenders can have customized book straps and stickers. Customized book straps can include your library’s logo and any notes. You can customize your book straps and stickers in OCLC Service Configuration. See Print Settings for more information.

To customize borrower and lender book straps:

1. Sign in to Service Configuration.
2. On the left navigation, click WorldShare ILL > Print Settings.
3. On the Print Settings page, under Logo Image Settings, enter the URL of the logo you want to appear on your books straps.
5. Enter any notes you want to include on the book strap in the Notes field.
6. Click Save.

For more information, please see Print Settings.

Watch a video

Borrower: Print book straps/stickers and return labels (10:20)

This video shows how to print book straps or stickers and return labels (5:35 in video) when you're the borrowing library.

Print return labels

Return labels can be printed for items you are returning back to the lender. Follow the below instructions to add return labels to the Print Queue and print the return labels.

To add return labels to the Print Queue:

1. On the left navigation, click Borrowing Requests.
2. Click Received.
3. On the Received screen, click the request ID or Title to display the request.
4. Process the request as normal.
5. At the top of the request, select Print Return Labels.
6. Click Return item.
You can also use the **batch processing** feature to add **return labels** to the **Print Queue**.

1. Under **Borrowing Requests**, click **Received**.
2. From the **Received** queue, click **Batch return "Received" items**.
3. A table appears with the batch processing fields.
4. In the request ID field, scan or type the request ID, or click the **plus sign** (+) in the table below to add a request.
5. Click **Print Return Labels** to add the selected items to the Print Queue.
6. Select **Return Items**.
7. The selected items will appear under the **Print Queue for Borrowing**.

**To print return labels:**

1. On the left navigation, click **Print Queue**.
2. Under Borrowing, click **Return Labels**.
3. On the Borrowing Return Labels screen, select the **check boxes** next to the requests you want to print return labels for. Select the **check box** at the top of the table to select all items in the table.
4. In the Format list, select **6 per page** or **30 per page**.
5. A template is displayed underneath the table. To start at a different label position, select the **number** in the template, or enter the **number** in the Start at label position field.
6. Optional, when 6 per page is selected. Select the **check boxes** under Include on labels to include the following on the labels:
   - Request ID barcode
   - LIBRARY MAIL DMM: 173.5.0
   - RETURN SERVICE REQUESTED
7. Click **Print**.
8. On the Print Preview window, click the **print icon** or **links** to print the return labels.

**To reprint return labels:**

1. Open the request for which you need to reprint shipping or return labels.
2. At the top of the request, click on the arrow next to the **Print Now** button.
3. Select **Reprint Return Label**. The request is added to the Shipping Labels queue.