Printing for Lenders

Print book straps or stickers

Follow these instructions to add book straps and stickers to the print queue and to print book straps/stickers for items you are lending.

To add book straps or stickers to the Print Queue:

1. On the left navigation, click Lending Requests.
2. Click Can You Supply?
3. On the Can You Supply? 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 Book Straps/Stickers and, optionally, Print Shipping Labels.
6. Click Yes to respond yes to the request.

To print book straps or stickers:

1. On the left navigation, click Print Queue.
2. Click Book Straps/Stickers.
3. On the Lending Book Straps / Stickers screen, select the check boxes next to the items you want to print book straps or stickers for. 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, or select 6 per page to print stickers.
5. If you have selected to print stickers, a template appears 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. Click Print.
7. On the Print Preview window, click the Print icon or links to print the book straps or stickers.
8. Once you have printed your labels, remove items from the print queue.

To reprint book straps or stickers:

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

Lenders can have customized book straps. Customized book straps can include your library's logo and any notes. You can customize your book straps 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.

Watch a video

Lender: Print book straps and shipping labels (6:55)

This video shows how to print book straps or stickers, and shipping labels, when you're the lending library

Print shipping labels

Shipping labels can be printed for items you are lending to another library. Follow the instructions below to add shipping labels to the Print Queue and print the shipping labels.

To add book straps or stickers to the Print Queue:

1. On the left navigation, click Lending Requests.
2. Click Can You Supply?
3. On the Can You Supply? 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 Shipping Labels and, optionally, Print Book Straps/Stickers.
6. Click Yes to respond yes to the request.

To print shipping labels:

1. On the left navigation, click Print Queue.
2. Under Lending, click Shipping Labels.
3. On the Lending Shipping Labels screen, select the check boxes next to the requests you want to print shipping 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.

9. Once you have printed your labels, **remove items from the print queue**.

**To reprint shipping labels:**

1. Open the request for which you need to reprint shipping labels.

2. At the top of the request, click on the arrow next to the **Print Now** button.

3. Select **Reprint Shipping Label**. The request is added to the Shipping Labels queue.