Printing for Borrowers

Print book straps and stickers

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

To add book straps and stickers to the Print Queue:

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 (+) in the table below to add a request.
5. Select the box to Print Book Straps/Stickers to add the selected items to the Print Queue.
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 Borrowing, click Book Straps/Stickers.
3. On the Borrowing Book Straps/Stickers screen, select the check boxes next to the items you want to print book straps and 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.
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.
8. Once you have printed your book straps and stickers, remove items from the print queue.
To reprint book straps or stickers:

1. Open the request for which you need to reprint a book strap.
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 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.

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.
4. Under Book Strap & Sticker Settings, select **Use customized** under **Borrower and Purchasing** to use a customized book strap and sticker.
5. Enter any **notes** you want to include on the book strap or sticker in the Notes field.
6. Click **Save**.

Please see **Print Settings** for more information.

**Watch a video**

Borrower: Print book straps and return labels (8:33)

This video shows how to print book straps and return labels when you're the borrowing library

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