Print book straps

Follow the below 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 to the Print Queue for Document Delivery requests:**

You must have Advanced Lending enabled to print book straps for Document Delivery requests.

1. On the left navigation, click **Document Delivery**.
2. Click **New, Verifying, Retrieving, Scanning, Packaging** or **Complete**.
3. On Document Delivery queue screen, click **New, Verifying, Retrieving, Scanning, Packaging**, or **Complete**.
4. A table appears with the batch processing fields.
5. In the request ID field, scan or type the request **ID**, or click the **plus sign** (+) in the table below to add a request.
6. Click **Print Book Straps** to add the selected items to the Print Queue.
7. Based on the batch process you are performing, click **New, Verifying, Retrieving, Scanning, Packaging**, or **Complete Items** to apply the status to all of the items you entered in the table.
8. The selected items will appear under the **Print Queue for Borrowing**.

**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** The request is added to the Book Straps queue.

Customize book straps

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.

https://help.oclc.org/Resource_Sharing/Tipasa/Print/Printing_for_Document_Delivery_Requests
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6. Click **Save**.

**Print shipping labels**

Follow the instructions below to print shipping labels

You must have Advanced Lending enabled to print book straps for Document Delivery requests.

1. On the left navigation, click **Document Delivery**.
2. Click **New, Verifying, Retrieving, Scanning, Packaging** or **Complete**.
3. On Document Delivery queue screen, click **New, Verifying, Retrieving, Scanning, Packaging, or Complete**.
4. A table appears with the batch processing fields.
5. In the request ID field, scan or type the request **ID**, or click the plus sign (➕) in the table below to add a request.
6. Click **Print Shipping labels** to add the selected items to the Print Queue.
7. Based on the batch process you are performing, click **New, Verifying, Retrieving, Scanning, Packaging, or Complete Items** to apply the status to all of the items you entered in the table.
8. The selected items will appear under the **Print Queue for Shipping Labels**.

**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.

**To reprint shipping 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 Shipping Label**. The request is added to the Shipping Labels queue.