Printing for Document Delivery Requests

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.
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.
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.