



# CANADA POST SHIPPING TOOL Guidelines

## Abstract

Use the Canada Post Shipping Tool to print mailing labels for all library materials being mailed (includes CDs and DVDs) to patrons or other libraries.

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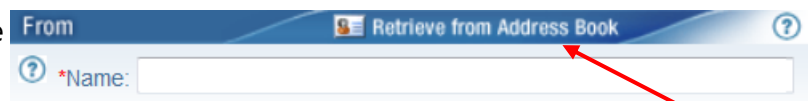
## Using the Shipping Tool

1. Go to the Library Shipping Tool website at <http://libraryshippingtool.ca>

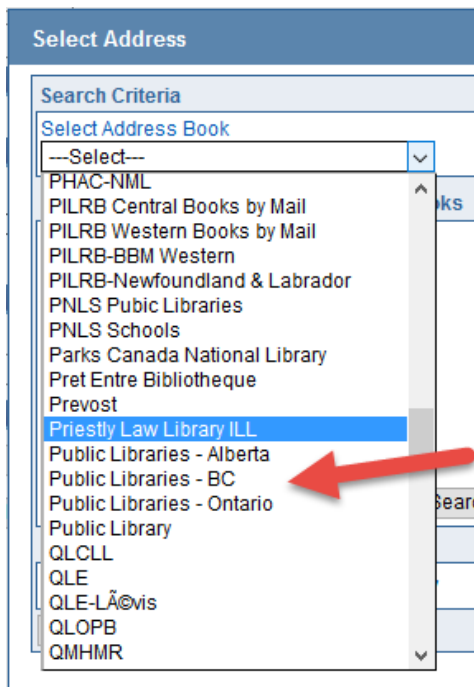
*\*Note: Currently the Library Shipping Tool works best in the Mozilla Firefox browser*

2. Click on the *Ship Now* link 
3. A new window will open. Enter the username and password and click Log In.
4. Click on the *Ship in Canada* button at the bottom of the webpage. A shipping form will load.
5. If your library is **not** already entered as the "From" address on the top left, then:

- a. Click on *Retrieve from Address Book* in the "From" section of the form.



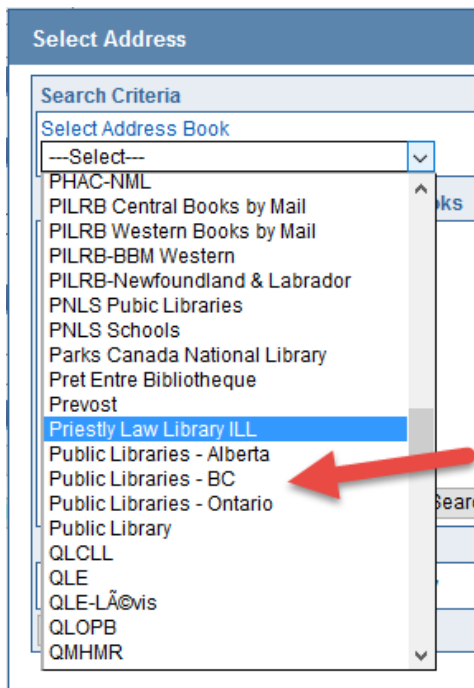
- b. If your browser says popups are blocked for this site, tell it to allow popups, and try again.
- c. In the popup window, under *Select Address*, look for the term Public Libraries and select the **Public Libraries – Alberta** if mailing in Alberta, otherwise select the appropriate province (BC and Ontario are options, but you may need to look in the list for other provinces).



Select Address	
Search Criteria	
Select Address Book	
---Select---	▼
PHAC-NML	
PILRB Central Books by Mail	
PILRB Western Books by Mail	
PILRB-BBM Western	
PILRB-Newfoundland & Labrador	
PNLS Pubic Libraries	
PNLS Schools	
Parks Canada National Library	
Pret Entre Bibliotheque	
Prevost	
Priestly Law Library ILL	
Public Libraries - Alberta	
Public Libraries - BC	
Public Libraries - Ontario	
Public Library	
QLCLL	
QLE	
QLE-LA@vis	
QLOPB	
QMHR	

- d. Type in the name of your library and click on the *Search* button.
- e. Click on the name of your library in the *Search Results* list. This will enter your mailing address into the "From" section of the Shipping Tool form.

6. Enter the mailing address of the destination in the "To" section on the top right. Patron addresses will need be typed into the address form and should never be saved in the Address Book.
7. Look up a *Library* address in the Address Book as follows:
  - a. Click on *Retrieve from Address Book* in the "To" section of the form.
  - b. If your browser informs you that popups are blocked for this site, allow the popups, and try again.
  - c. In the popup window, under *Select Address*, look for the term Public Libraries and select the **Public Libraries – Alberta** if mailing in Alberta, otherwise select the appropriate province (BC and Ontario are options, but you may need to look in the list for other provinces).



- d. Type in the name of the destination library and click on the *Search* button.
  - e. Click on the name of the destination library in the *Search Results* list. This will enter your mailing address into the "To" section of the Shipping Tool form.
8. Next to *Weight*, enter the weight in kilograms (with no more than two decimal places – for example, 1.25.) There is a maximum of 5 kg per parcel to qualify for the Library Book Rate.
9. Enter the *Length*, *Width*, and *Height* of your parcel in centimetres. (There is a minimum of 10 cm for length and 7 cm for width – if your package is smaller, simply enter the minimum numbers so the Shipping Tool will create a label for you.)
10. In the *Service / Options* section, ensure that *Library Books* is selected next to *Service*. Skip the rest of this section.
11. In the *Payment Information* section, select your method of payment, either *Stamps* or *Credit Card*.

12. In the *Preview Order* section, click on the *Calculate* button. The cost of shipping will then be displayed. \*Note: Record manually the payment amount if using Stamps. The value will not save on the printed postage sheet if using stamps.
13. In the *Complete Order* section, click on the *Print Label* button.
14. Click *OK* when the popup window appears explaining that the order is subject to verification and its value may be adjusted (at the post office).
15. A shipping label will be displayed.
  - Print one copy and attach to the parcel being sent.
    - Use the Print icon above the shipping label, or press *Ctrl + P* on your keyboard.
  - You may wish to print a *second copy* of the shipping label for your own records. This can be useful for tracking out-of-province interlibrary loan statistics for your annual report (VDX does not currently distinguish between out-of-province and in-province loans when generating statistics). If you do this, note the date and title of the item on this copy.
16. If you are sending an item that will need to be mailed back to you, click on the *Generate a Return Label* button. Print this, fold it, and place it inside the book you're sending.
17. You may now click on *Return to Shipping Page* and repeat this process for any other parcels you wish to mail.
18. Record the transaction in the *ILL Postage Log Record* form, a copy of which is available on the network at: Q:\Administration\PRL Services Manual and Procedures
19. Once your parcel is labeled and ready to send, take it to the post office and pay for the shipping.

## Postage Reimbursement:

Parkland will reimburse member libraries for the cost of mailing items sent using Canada Post's rate for library materials.

For postage reimbursement, library staff must complete and submit:

- a. A completed ILL Postage Log Record form showing each transaction. (Found on the network at: Q:\Administration\PRL Services Manual and Procedures)
- b. Libraries may do this monthly, quarterly, annually, or by grouping months together. Claims need to be received at Parkland by Jan. 15 for the previous year.

## Shipping Tool not Working?

Try deleting cookies and temporary internet files.

In *Mozilla Firefox*, click on the three lines menu (the 3 lines in the upper right of the browser) then navigate to:

- *Options > Privacy & Security > History > Clear your recent history*
- Choose a time range to clear (from *last hour* to *everything*).
- Leave the default choices and click *Clear Now*.

If the above steps do not solve your problem, contact Helpdesk ([helpdesk@prl.ab.ca](mailto:helpdesk@prl.ab.ca)).