



CANADA POST SHIPPING TOOL

Instructions

Abstract

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

February 2024

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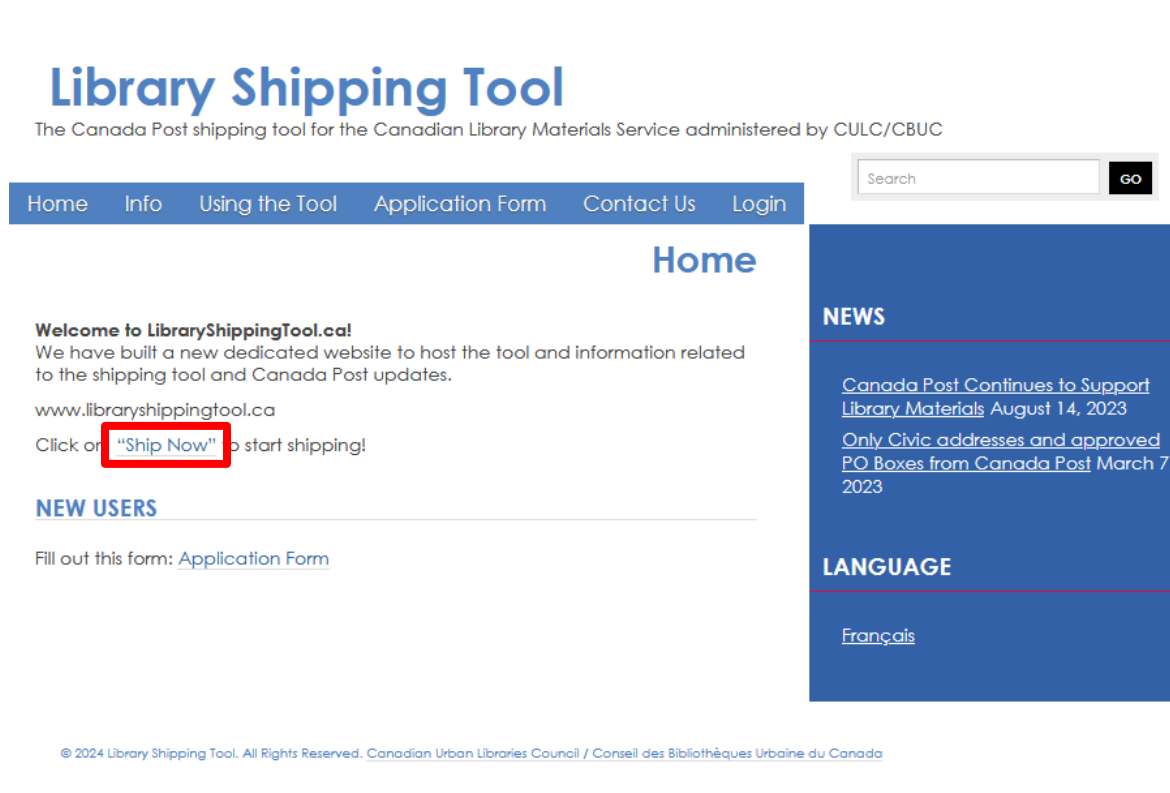
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Using the Shipping Tool

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

1. If you do not know the login information for the Library Shipping Tool, please contact your PRLS Consultant and they will provide the username and password.
2. Go to the Library Shipping Tool website <https://libraryshippingtool.ca/en/home/>.
3. Click on the **"Ship Now"** link to log in and start shipping.



The screenshot shows the homepage of the Library Shipping Tool. At the top, there is a navigation bar with links: Home, Info, Using the Tool, Application Form, Contact Us, and Login. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main heading is "Library Shipping Tool" with the subtitle "The Canada Post shipping tool for the Canadian Library Materials Service administered by CULC/CBUC". The "Home" section is highlighted. It contains a welcome message, the website URL, and a link to "Ship Now" which is highlighted with a red box. There is also a "NEW USERS" section with a link to the "Application Form". On the right side, there is a "NEWS" section with two articles and a "LANGUAGE" section with a link to "Français". At the bottom, there is a copyright notice.

Library Shipping Tool
The Canada Post shipping tool for the Canadian Library Materials Service administered by CULC/CBUC

Home Info Using the Tool Application Form Contact Us Login

Search **GO**

Home

Welcome to LibraryShippingTool.ca!
We have built a new dedicated website to host the tool and information related to the shipping tool and Canada Post updates.
www.libraryshippingtool.ca
Click on **"Ship Now"** to start shipping!

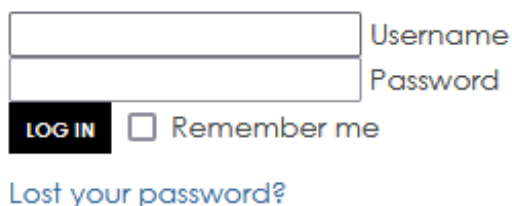
NEW USERS
Fill out this form: [Application Form](#)

NEWS
[Canada Post Continues to Support Library Materials](#) August 14, 2023
[Only Civic addresses and approved PO Boxes from Canada Post](#) March 7, 2023

LANGUAGE
[Français](#)

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4. Enter your username and password, and hit log in.



The screenshot shows the login form. It has two input fields for "Username" and "Password". Below the "Password" field is a "LOG IN" button and a checkbox labeled "Remember me". At the bottom, there is a link "Lost your password?".

Username

Password

LOG IN ☐ Remember me

[Lost your password?](#)

5. A new page will open, click the **"Ship in Canada"** button at the bottom of this webpage to load the shipping form.



6. If your library information is **not** already in the **"From"** address on the top left, click **"Retrieve from Address Book"**.

A screenshot of the 'From' section of a shipping form. It features a blue header bar with the word 'From' on the left and a button labeled 'Retrieve from Address Book' on the right. Below the header, there are input fields for 'Name', 'Address' (split into two lines), 'City', 'Prov.' (a dropdown menu currently showing 'Alberta'), and 'Postal Code'. A 'Search' button is located to the right of the 'Postal Code' field.

- a. In the address book window, open the drop-down menu under **"Select Address Book"** at the top. Find the **"Public Libraries – Alberta"**.

A screenshot of the 'Select Address' window. The 'Select Address Book' dropdown menu is open, showing a list of library names. The option 'Public Libraries - Alberta' is highlighted with a red rectangular box. Other options in the list include 'Okanagan College, Library', 'Old Perican Public Library', 'Ontario Shores - DO NOT DELETE', 'PEB ASSTSAS', 'PHAC Winnipeg', 'PILRB Newfoundland Labrador', 'PILRB-Western Division BBM', 'PNLS Schools', 'Peel District School Board', 'Prévost', 'Prêt réseau', 'QLCLI_DO NOT DELETE', 'QLE - Lévis', 'QQCSF', 'QQFO', 'QSHM', and 'Québec ASSNAT (NE PAS JETER)'. The window also includes a 'Search' button, a 'Reset' button, and a 'Postal/Zip Code' input field.

- b. Type in the name of your library, hit the **"Search"** button, and click your library name from the search results list at the bottom of the window. This will enter your mailing address into the **"From"** section of the Shipping Tool form.

7. Enter the mailing address of the destination in the **"To"** section on the top right.

The screenshot shows the 'To' section of a shipping form. The 'To' tab is highlighted with a red box. The 'Retrieve from Address Book' button is also highlighted with a red box. The form includes fields for Name, Title/Dept./Company, Address, City, Province (set to Alberta), and Postal Code, followed by a Search button.

NOTE: Patron addresses will need to be typed into the address form and should **never** be saved to the address book.

8. To look up a library address in the address book:

a. Click on **"Retrieve from Address Book"** in the **"To"** section of the shipping form.

The screenshot shows the 'To' section of a shipping form. The 'To' tab is highlighted with a red box. The 'Retrieve from Address Book' button is also highlighted with a red box. The form includes fields for Name, Title/Dept./Company, Address, City, Province (set to Alberta), and Postal Code, followed by a Search button.

b. In the popup window, open the drop-down list under **"Select Address Book"** and scroll down to the **"Public Libraries"** section.

c. Choose **"Public Libraries – Alberta"** if mailing to an Alberta library.

d. If mailing to a library that is outside of Alberta, choose the **"Public Libraries"** option with the appropriate province.

Select Address

Search Criteria

Select Address Book

---Select---

Okanagan College, Library

Old Perican Public Library

Ontario Shores - DO NOT DELETE

PEB ASSTSAS

PHAC Winnipeg

PILRB Newfoundland Labrador

PILRB-Western Division BBM

PNLS Schools

Peel District School Board

Prévost

Prêt réseau

Public Libraries - Alberta

Public Libraries - BC

Public Libraries - NWT

Public Libraries - Ontario

Public Libraries - Saskatchewan

QLCLL_DO NOT DELETE

QLE - Lévis

QQCSF

QQFO

QSHM

Québec ASSNAT (NE PAS JETER)

Search Reset

Postal/Zip Code

- e. Once the appropriate province has been chosen, type in the destination library name and hit **"Search."**

Search Criteria

Select Address Book

Public Libraries - Alberta

Search Criteria ☒ Search All Address Books

Name

Alberta Public Library

Address

City

Postal Code

Country Province/State

Canada ---Select---

Search Reset

Search Results

Name	City	Postal/Zip Code
Alberta Public Library	Somewhere	T4L9H4

Cancel

- f. Click the **destination library name** from the **"Search Results"** list. This will enter their mailing address into the **"To"** section of the shipping page.

To Retrieve from Address Book

? *Name Alberta Public Library

Title/Dept./Company ILL Department

*Address 1234 Main Street

*City Somewhere *Prov. Alberta

*Postal Code T4L9H4 [Search](#)

9. Next move to the **"Shipment Information"** section of the form, starting with the **weight** of the package. Enter the **weight in kilograms** (with **no more than two decimal places**, ie. 1.25.) There is a **maximum weight of 5kg per parcel** to qualify for the library book rate.
 10. Enter the **Length, Width, and Height** of your parcel in **centimeters**. There is a **minimum** of **10cm** for **length**, and **7cm** for **width** – if your package is smaller, simply input the minimum numbers so the Shipping Tool will still create a label for that item.
 11. Next move on to the **"Service/Options"** section – ensure the service field reflects **"Library Materials"**. Leave the rest of this section as is.
 12. In the **"Payment Information"** section there is a drop-down list for method of payment, select the appropriate one for the transaction. Either **"Stamps"** or **"Credit Card"** – if a credit card is chosen, fill out the credit card details in the rest of this section.
 13. Once payment details are input, scroll down to the **"Preview Order"** section, and click the **"Calculate"** button. The cost of shipping for the item will be displayed.
- NOTE:** If paying with Stamps, **record the payment amount manually**. The **value will not be saved** on the printed postage sheet.
14. In the **"Complete Order"** section, click the **"Print Label"** button.
 15. Click **"OK"** when the popup window appears explaining that **the order is subject to verification and its value may be adjusted** (this verification will occur at the Post Office in step 20).

16. A shipping label will be displayed in a new window.
 - a. Print **one** copy (printer icon above the shipping label, or CTRL+P) and **attach it** securely to the correct parcel.
 - b. If you want to, print a second copy of the label for your own records. This can be useful for tracking out-of-province interlibrary loan statistics for your annual report (**as this is not a statistic that is supplied by PRLS**). If you do this, record the date sent and title of the item on this copy.
17. If you are sending an item that will need to be mailed back to your library, click the "**Generate a Return Label**" button. Print the return label, fold it in half, and place it inside the book being sent.
18. Click "**Return to Shipping Page**" and repeat this process for any other parcels that need to be mailed.
19. Record the transaction in the ILL Postage Log. A copy of the log is available in the PRLS Shared Drive at: Q:\Administration\Postage Reimbursement\Mail to_postage_log.xltx.
20. Once your parcel is labeled and ready to send, take it to the post office to drop off for shipping on the next business day. If any adjustments need to be made (mentioned in step 14) they will be done at this time.

Postage Reimbursement:

Parkland will reimburse member libraries for the cost of mailing items sent using Canada Post's rate for library materials, **provided the reimbursement amount is \$10.00 or greater**. If the amount in your postage log is less than \$10.00, there is no need for you to submit it to PRLS.

For postage reimbursement, **library staff must submit:**

- a. A completed ILL Postage Log form showing each transaction, including the CPC tracking number.
Found on the network at: Q:\Administration\Postage Reimbursement\Mail to_postage_log.xltx.
- b. Libraries may do this monthly, quarterly, annually, or by grouping months.

NOTE: Reimbursement claims for the previous year must be received at Parkland before January 15 of the current year.