

# VDX Lenders mailing ILL items with Library Shipping Tool



**Presumptions:** You have registered and received your User ID and password to use Canada Post's electronic **Library Shipping Tool** software. Effective July 2016, [Canadian Urban Libraries Council](#) (CULC) is the administrative body responsible for registering libraries.

**\*NOTE:** If you do not have a User ID/password use the CULC link above and follow instructions on "Home" page for applying for login credentials for your library.

## Step-by-Step Work Flow for VDX Lenders

- Step 1: Packaging the Interloan item - what paperwork goes inside the book before mailing
- Step 2: Creating mailing and pre-paid return label with electronic Library Material Shipping Tool

### Step 1: Preparing the Interloan Item for mailing

1. Print the VDX generated shipping report with request details and due date and place inside the book/parcel. You will be adding a Pre-Paid Return Mailing label as well.
2. Pack the book in a bubble pack envelope or box for mailing. Do not use cloth bags. Leave the end open to add the pre-paid return label that you will be creating.

### Step 2: Create mailing labels with Library Shipping Tool

1. Connect to <http://libraryshippingtool.ca/en/canada-post-tool/>

The screenshot shows the login page for the Library Shipping Tool. At the top, there is a logo for 'Library Shipping Tool' and a subtitle: 'The Canada Post shipping tool for the Canadian Library Materials Service administered by CULC/CBUC'. Below this is a navigation bar with links for 'Home', 'Info', 'Using the Tool', 'Contact Us', and 'Login'. The main heading is 'Canada Post Tool'. There are two input fields for 'Username' and 'Password'. Below the password field is a 'LOG IN' button and a 'Remember me' checkbox with a checked mark. A link for 'Lost your password?' is located below the login button. On the right side, there is a vertical menu with a 'NEWS' section and several links: 'Posta', 'In the', 'New', and 'The l'.

2. Enter your library's username and password. This was assigned by CULC, the administrators of the Library Shipping Tool.
3. You may want to remove the "check mark" in "Remember Me" so that you have to enter your credentials each time you access the shipping tool. (More secure).

4. After login, select the 'Ship in Canada' icon to open the shipping tool.



5. Complete the on-screen form:

- (a) **From section** – Retrieve your library details from the Address Book, or type in your library name and address details.
- (b) **To Section** – Retrieve the name of the recipient library from the Address Book, or type in name and address details of the recipient library.

 The screenshot shows the 'SHIP IN CANADA' shipping tool interface. The 'From' section is pre-filled with 'East Ferris Public Library' and '1257 Village Rd., Astorville, Ontario, P0H1B0'. The 'Select Address' section is active, showing a search for 'kenora' in the 'CULC/CBUC Master-DO NOT DELETE' address book. The search results table is highlighted with a red oval.
 

Name	City	Postal/Zip Code
<a href="#">Kenora - Main Public Library</a>	Kenora	P9N1S7
<a href="#">Kenora Public Library</a>	Kenora	P9N1S7

**Retrieving address details from Address Book vs. typing:**

- Select “Retrieve from Address Book” in the Address bar
- Select “CULC/CBUC Master-DO NOT DELETE” from pop up list of address books.
- Enter search criteria (usually first word or two of library name).
- Select appropriate link in ‘Search Results’ to populate the block of address fields.

- (c) **Shipment Information** –

- Weigh the parcel to get the KG weight

*Note: You will need an inexpensive weigh scale for the ILL Department if you do not have access to one. Weight accuracy is not crucial given that the rates for Library Material mailings are calculated at 1-kilogram increments. The maximum weight per parcel is 5 kg.*

- Use a tape measure to get height x width x length of the parcel in centimeters. "Document" can only be used for flat letter mail.

(c) **Service Options** –

- Request delivery updates by email – OPTIONAL  
Enter email address of recipient if you wish to send a notification that you have shipped something.
- Reference number – OPTIONAL  
Enter a unique reference number. It will appear on the address label as well as the tracking portion that you retain.



**TIP: Helpful to enter the VDX request number for item you are shipping.**

(d) **Payment Information** – choose Stamps or Credit Card. If credit card, enter card number, full name on card and expiry date.

(e) **Preview Order** – Select “Calculate” button to preview the order.

This will automatically display the cost of your shipment. The calculation is based on postal code to postal code distance and parcel weight. If an error was made, click “Clear”.

*NOTE: The price of shipping library materials includes return postage. No postage is required on the return shipment, provided a Library Materials Barcoded Return Label is used. Each shipment must contain only one return label and the label must be used for the return of the original shipment. Photocopies of the return label are not acceptable. If the return shipment is split, the other portions will be treated as separate shipments and subject to the applicable prices for Regular Parcel™ service.*

(f) **Complete Order** – Select “Print Label” to proceed to label generation.

The screenshot shows the Canada Post 'SHIP IN CANADA' online form. The 'From' field is filled with 'Bracebridge Main Public Library' and '94 Manitoba Street, Bracebridge, Ontario, P1L 2B5'. The 'To' field is filled with 'OTI-Timmins/Main Public Library', 'Interlibrary Loans', '320 Second Ave., Timmins, Ontario, P4N 8A4'. The 'Shipment Information' section shows a weight of 1.250 kg, length of 40.0, width of 30.0, and height of 5.0 cm. The 'Service / Options' section shows 'Library Materials' selected, with 'Request Delivery Updates by email' and 'Reference Number: VDX 14631273'. The 'Payment Information' section shows 'Stamps' as the method of payment. The 'Preview Order' section shows a total cost of \$1.18. The 'Complete Order' section has 'Clear' and 'Print Label' buttons.

Sou **"\*"** Denotes required fields

[Click here to view current orders.](#)

When the Label is displayed on screen, **Print Label** by clicking on the **printer icon below this message**.  
 Before continuing, ensure a copy of the Label is printed.  
 Documents can be reprinted within 24 hours from Current Orders.

Generate a Return Label

Request Pickup

Return to Shipping Page

60%

**CANADA POSTES**  
POST CANADA

**Library Materials | Documents de bibliothèque**

Tracking Number: **4007 7329 1004 6533** Numéro de repérage

**Instructions**

- Choose a box designed for shipping.
- Wrap your items so that they are secure in the box and seal the box using proper shipping tape.
- Cut the label on the dotted line and retain this half for tracking purposes.
- Tape the label so it appears squarely on the largest side of the box (do not bend it around sides or end of box). Do not tape over any part of the barcode on the label.
- Take the parcel to a Canada Post retail outlet for shipping. All items except Priority™ may also be deposited in a Street Letter Box.

**TO: INTERLIBRARY LOANS**  
**A:** Order No.: D147497344  
 N° d'commande: D147497344  
 Ref./Réf. 1: VDX 14631273

Timmins  
July 26/16  
1.18

CUT HERE / DÉCOUPER ICI

A barcode should be printed on the label because Delivery Confirmation is selected. If no bar code is visible, please contact the help desk at 1-800-277-4799 for assistance.  
 Un code à barres devrait être imprimé sur l'étiquette lorsque la confirmation de livraison est choisie. Si le code à barres n'apparaît pas, veuillez communiquer avec le service d'assistance au 1-800-277-4799.


**CANADA POSTES**  
POST CANADA

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**Library Materials | Documents de bibliothèque**

**TO: / A:**  
 OTI-TIMMINS/MAIN PUBLIC LIBRARY  
 INTERLIBRARY LOANS  
 320 SECOND AVE.  
 TIMMINS ON P4N 8A4

P4N 8A4



**TRACKING NUMBER 4007 7329 1004 6533** N° DE REPERAGE

Sender warrants that this item does not contain non-admissible matter.  
L'expéditeur garantit que cet envoi ne contient pas d'objet inadmissible.

<b>FROM: / DE:</b> Bracebridge Main Public Library 54 Manitoba Street Bracebridge ON P1L 2B5	40x30x6cm 1.250 KG VS IEV
<b>EST-DIGEE-D V1606345 SPEC 3696 V2</b>	<b>MANIFEST NOT REQ MANIFESTE NON REQ</b>
PIN / NIP: 4007 7329 1004 6533 Ref./Réf. 1: VDX 14631273	P/I: 4007732   <b>S/T</b>

Order No.: / N° d'commande: D147497344  
 Transaction Amount / Montant total: \$1.18  
 In case of non-delivery, return at sender's expense at counter rates.  
 En cas de non-livraison manquée, renvoyer aux frais de l'expéditeur aux tarifs du comptoir.

**PLACE STAMPS HERE  
 APOSSER TIMBRES ICI \$1.18**

- After printing the ship to label, select "Generate Return Label".  
 Fold the full page PRE-PAID RETURN label and put it inside the book along with the VDX generated packing slip that provides request details and due date.

**IMPORTANT:** The borrowing library needs the full page PRE-PAID RETURN label to return the item to the lending library. They will retain the lower Item ID portion with tracking number for their records until such time they are not concerned about needing to track a potentially lost parcel.

7. Use “Return to Shipping Page” link to continue producing labels or minimize the Shipping Tool to your task bar for use later in the day, or close the Shipping Tool if not needed further.
8. Affixing label on your parcel
  - (a) Detach along the dashed ---CUT HERE ---line in the middle of the page.
  - (b) Tape the address portion securely to your package, with tape along all four sides.

***Note: Be careful not to tape over any part of the barcode on the label. Canada Post scanners need to be able to scan the barcode and tape on the barcode can cause interference.***
9. Grab a pen and scribble the destination library name, date and amount of postage on the “Tracking Number” portion of printout that you are keeping. The VDX request number will be on this slip if you entered it in “Reference Number”. Retain these slips until there is no need to trace a lost parcel.
10. If paying by stamps, the postage amount will be indicated on the shipping label. Affix stamps (postage) in the PLACE STAMPS HERE indicated at the bottom of the label. If you do not have stamps on hand, go to a postal outlet where you will be able to purchase postage and have it affixed to your item.
11. Deposit Library Material items at any one of the following locations:
  - (a) at a post office or processing plant
  - (b) in a street letter box when using the Library Shipping Tool and paying by credit card, or when postage is pre-affixed to the label.