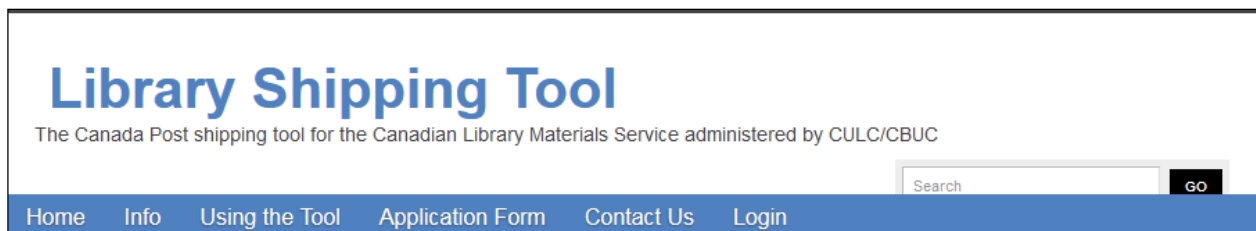


CANADA POST LIBRARY SHIPPING TOOL INSTRUCTIONS

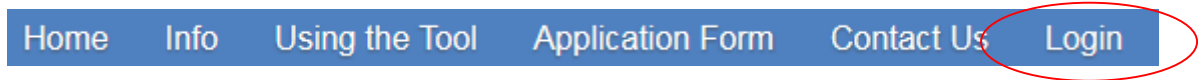
- Logging in to the Shipping Tool: Log onto the Peace Library System website: <http://www.peacelibrarysystem.ab.ca/>
- Scroll to the bottom of the home page and click this button:



- The link opens the Canada Post shipping tool for the Canadian Library Materials Service administered by Canadian Urban Libraries Council / Conseil des Bibliothèques Urbaines du Canada (CULC/CBUC).



- If you have not used the shipping tool before (or since July 1, 2016), please read through the information on all the pages before going to the login page (right most heading on the blue bar).



- Clicking on the Login heading opens this page: If your workstation has logged in through this portal before, your browser may remember, and not require the entry of Username and Password.

A screenshot of the 'Library Shipping Tool' login page. The page has a white background with a blue header and a blue sidebar. The main content area is white. The header contains the title 'Library Shipping Tool' and a subtitle 'The Canada Post shipping tool for the Canadian Library Materials Service administered by CULC/CBUC'. Below the header is a search bar with a 'GO' button. The navigation bar includes 'Home', 'Info', 'Using the Tool', 'Application Form', 'Contact Us', and 'Login'. The main content area features the title 'Canada Post Tool' and a login form with fields for 'Username' and 'Password', a 'LOG IN' button, and a 'Remember me' checkbox. A link for 'Lost your password?' is also present. The sidebar contains a 'NEWS' section with three links: 'In the Event of a Labour Disruption Postage Meter Changes for July 1', 'New Label Issues', and 'The Library Shipping Tool is Moving Important Update – April 22, 2016'. Below the news is a 'LANGUAGE' section with a link for 'Français'. At the bottom of the page is a copyright notice: '© 2016 Library Shipping Tool. All Rights Reserved. Canadian Urban Libraries Council / Conseil des Bibliothèques Urbaine du Canada'.

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

Search **GO**

Home Info Using the Tool Application Form Contact Us Login

Canada Post Tool

Username
 Password
LOG IN Remember me
[Lost your password?](#)

NEWS

[In the Event of a Labour Disruption Postage Meter Changes for July 1](#)
[New Label Issues](#)
[The Library Shipping Tool is Moving Important Update – April 22, 2016](#)

LANGUAGE

[Français](#)

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- Your user name is a five digit numerical number you should have on file. If you have forgotten it, please call Peace Library System.
- Your password is your postal code, without the space between the first three characters and the last three characters (ie: TOK0L0).
- If your password and your user name do not work, click on the “Contact us” heading and send a message to the help desk at CULC/CBUC.

Contact Us

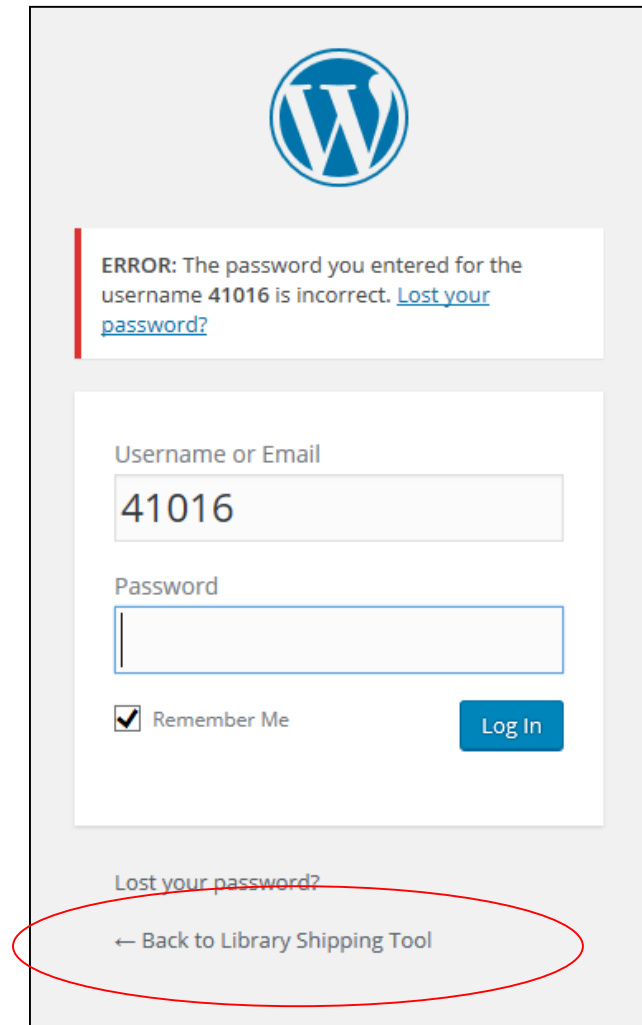
The Library Shipping Tool is administered by the [Canadian Urban Libraries Council / Conseil des Bibliothèques Urbaines du Canada](#).

For questions about the Library Shipping Tool or getting your library signed up for the tool please contact info@libraryshippingtool.ca.

If you had a library shipping tool account with CLA please fill out the form at <https://www.surveymonkey.com/r/libraryshippingtool>

If you are having difficulty using the tool please contact help@libraryshippingtool.ca.

- This is another error message you may encounter and therefore may need to contact: help@libraryshippingtool.ca



- Click on the bottom message, (Back to Library Shipping Tool) to go back to the Contact Us Page and find the help link. Be sure to include your library name and acronym and a statement about your library membership in the Peace Library System when you compose your email.

- If your user name (five digit number) and your postal code connect you correctly, the login page changes to look like this:

Library Shipping Tool

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

GO

Home Info Using the Tool Contact Us Login

Canada Post Tool

The Shipping Tool Changes:

- The “biblio” code is no longer needed to access the address book.
- Dimensions for the parcel need to be entered. “Document” can only be used for flat letter mail.
- All addresses have been uploaded but the organization was lost. We are working to upload the individual books

Each Library Materials item must meet the size and weight specifications shown in Table 1.

Table 1: Library Materials size and weight

Category	Length	Width	Height	Weight
Parcels	max.	Length: 1 m Length + Girth: 2 m		5 kg
	min.	100 mm	70 mm	1 mm

TAX ON SHIPPING MATERIALS

Tax charges are not new and all applicable taxes are charged at time of payment.

- When customers paid by meter, the applicable taxes were charged at the time the postage was purchased on the meter.
- When customers pay with a credit card, the taxes are charged when the postage is purchased.

NEWS

[Postage Meter Changes for July 1 In the Event of a Labour Disruption New Label Issues](#)

[The Library Shipping Tool is Moving Important Update – April 22, 2016](#)

LANGUAGE

[Français](#)

- Click on “Francais” to change the default language to French, if preferred.
- Please read the shipping tool changes section. Your filled ILL bags must now be measured for dimension. You cannot use “document” to send bulky items via Canada Post.

- At first glance this page does not show the link to the shipping tool. YOU MUST SCROLL DOWN to find that familiar Canada Post Link. (which will be in English unless you chose French in the previous step).

NEWS

[In the Event of a Labour Disruption Postage Meter Changes for July 1 New Label Issues](#)

[The Library Shipping Tool is Moving Important Update – April 22, 2016](#)

LANGUAGE

[Français](#)

The Shipping Tool Changes:

- The “biblio” code is no longer needed to access the address book.
- Dimensions for the parcel need to be entered. “Document” can only be used for flat letter mail.
- All addresses have been uploaded but the organization was lost. We are working to upload the individual books

Each Library Materials item must meet the size and weight specifications shown in Table 1.


Table 1: Library Materials size and weight

Category	Length	Width	Height	Weight	
Parcels	max.	Length: 100 cm Length + Girth: 200 cm			5 kg
	min.	10 cm	7 cm	0.1 cm	–

TAX ON SHIPPING MATERIALS

Tax charges are not new and all applicable taxes are charged at time of payment.

- When customers paid by meter, the applicable taxes were charged at the time the postage was purchased on the meter.
- When customers pay with a credit card, the taxes are charged when the postage is purchased.



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The screenshot shows the Canada Post Shipping Tool interface. At the top, there are navigation buttons for 'Add/Modify Address Book', 'Help', and 'Français'. The main form is divided into several sections:

- From (Return Address):** Includes fields for *Name, *Address, *City, *Prov. (set to Alberta), and *Postal Code. A 'Search' button is present. A blue bar above the fields contains a 'Retrieve from Address Book' button, which is circled in red.
- To (Destination Address):** Includes fields for *Name, Title/Dept./Company, *Address, *City, *Prov. (set to Alberta), and *Postal Code. A 'Search' button is present. A blue bar above the fields contains a 'Retrieve from Address Book' button, which is also circled in red.
- Shipment Information:** Fields for *Weight (kg), *Document (checkbox), *Length, *Width, and *Height (cm).
- Service / Options:** *Service is set to 'Library Books'. There are fields for 'Request Delivery Updates by email' and 'Reference Number', each with a 'Modify' button.
- Payment Information:** *Method of Payment is 'Credit Card'. *Card No., *Card Type (set to 'American Express'), *Name, and *Expiry (01 / 13) are also present.
- Preview Order:** A 'Calculate' button is next to a list of charges: Base, Automation Discount, Fees, GST, HST, PST, and Total.
- Complete Order:** Includes a 'Password to Authorize Use' field, a 'Clear' button, and a 'Print Label' button.

At the bottom, there is a note: ***** Denotes required fields** and a link: [Click here to view current orders.](#)

- Filling in the Shipping Tool Form: Enter the return and destination addresses.
- On the left, the “From” fields (return address): enter the name and complete address of the shipping library, including the postal code. You can type this in manually or access it from the “Address Book”. The name of the shipping library only has to be entered once per session.
- Using the Address Book:
 - Double click on “Retrieve from Address Book” in the blue bar at the top of the “FROM” fields.
 - Under “Select Address Book”, choose “CULC/CBUC” from the drop down menu OR check “Search all Address Books”.
 - Type in the name of the library you are searching for. It is probably best to search by the city name in the City field because the Library name can belong to more than one library in Canada. Click on search or press ENTER, then click on the correct library.
 - NOTE: If you cannot find the library for which you are searching, you will have to type in the library information manually. Please call PLS headquarters if an address is not found in the Address Book.
- On the right, the “To” fields (destination address): enter the name and complete address of the destination library, including the postal code. You can type this in manually or access it from the “Address Book”, using the above procedure. The name of the shipping library only has to be entered once when shipping multiple bags to the same destination.

- The postage for the library book rate is calculated based on a per kilogram basis. Weigh the parcel and record the number of kilograms in the “weight” field, rounding up to the nearest whole number (ie:for 4.6 Kg, use 5 Kg). Length, width and height measurements are now required. DO NOT identify a large bag of heavy items as a “document”.

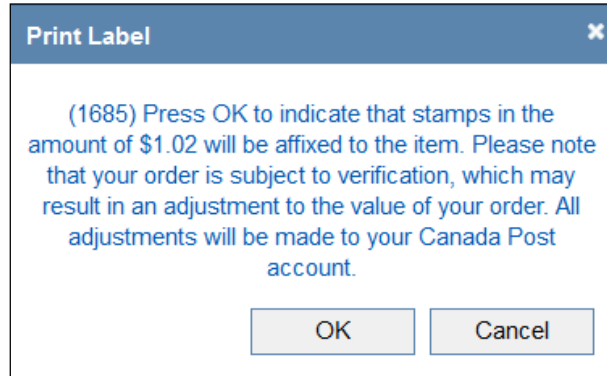
****Only parcels five kilograms or less qualify for the “Library Book Rate”.****

The screenshot shows the 'SHIP IN CANADA' web interface. Key elements include:

- From/To Address Fields:** Name, Address, City, Province (Alberta), and Postal Code.
- Shipment Information:** Weight (kg), Document (checkbox), Length, Width, and Height (cm).
- Service / Options:** Service type set to 'Library Materials'.
- Payment Information:** Method of Payment set to 'Credit Card', with fields for Card No., Card type (American Express), Name, and Expiry date.
- Preview Order:** Base, Automation Discount, Fees (GST, HST, PST), and Total.
- Complete Order:** Clear and Print Label buttons.
- Legend:** "*" Denotes required fields.
- Disclaimer:** Declared weight is subject to verification based on the cubing mechanism.
- Footer:** Canada Post logo, Electronic Shipping Tools Solutions, and Copyright 2012.

- Select a method of payment from the drop down menu: Choose either credit card or stamps.
 - To pay by credit card, choose “Credit Card” and enter the card number, card type, the name on the card, and the expiry date. The postage will appear as paid on the shipping label
 - To pay with postage stamps, choose stamps. You will be reminded to affix stamps to the label
- Click on the CALCULATE button (bottom left) to calculate the amount of postage required. The total amount of postage will be shown at the bottom left of the screen.

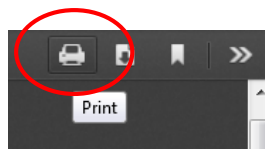
- Check the label for accuracy, and then click on PRINT LABEL, on the right side of the lower screen.
- A box will pop up asking you to verify your information. Click on OK



- The completed shipping label will now appear on your screen. The right half of the label is the shipping portion. The left half is the tracking portion. Once you have printed the label, affix stamps, and insert the right half it into the window of the orange shipping bag.

<p style="text-align: center;">CANADA POSTES POST CANADA</p> <p style="text-align: center;">Library Materials Documents de bibliothèque</p> <p style="text-align: center;">Tracking Number 4007 7320 8927 0647 Numéro de repérage</p> <p>Instructions</p> <ol style="list-style-type: none"> 1. Choose a box designed for shipping. 2. Wrap your items so that they are secure in the box and seal the box using proper shipping tape. 3. Cut the label on the dotted line and retain this half for tracking purposes. 4. Tape the label so it appears squarely on the largest side of the box (do not bend it around sides or end of box). <u>Do not tape over any part of the barcode on the label.</u> 5. Take the parcel to a Canada Post retail outlet for shipping. All items except Priority™ may also be deposited in a Street Letter Box. <p style="font-size: small;">1. Choisissez une boîte conçue pour l'expédition.</p> <p style="font-size: small;">2. Embalquez soigneusement vos articles dans la boîte et scellez le tout avec du ruban d'expédition.</p> <p style="font-size: small;">3. Découpez l'étiquette le long du pointillé et conservez cette partie pour suivi.</p> <p style="font-size: small;">4. Apposez l'étiquette pour qu'elle paraisse entièrement sur le côté le plus grand de la boîte (ne pas la replier sur les côtés). <u>Ne recouvrez aucune partie du code à barres de l'étiquette.</u></p> <p style="font-size: small;">5. Apportez le colis à un comptoir postal de Postes Canada pour expédition. Tous les envois sauf ceux utilisant Priority™ peuvent aussi être déposés dans une boîte aux lettres publique.</p> <p style="font-size: x-small;">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.</p>	<p style="text-align: center;">CANADA POSTES POST CANADA</p> <div style="text-align: right; font-size: 2em; font-weight: bold; background-color: black; color: white; padding: 5px; width: 40px; float: right;">3</div> <p style="text-align: center;">Library Materials Documents de bibliothèque</p> <p>TO / À: CALLING LAKE PUBLIC LIBRARY BOX 129 CALLING LAKE AB T0G 0K0</p> <p style="font-size: 2em; font-weight: bold; text-align: center;">T0G 0K0</p> <p style="text-align: center;">TRACKING NUMBER 4007 7320 8927 0647 N° DE REPÉRAGE</p> <p style="font-size: x-small;">Sender warrants that this item does not contain non-mailable matter. L'expéditeur garantit que cet envoi ne contient pas d'objet inadmissible.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 60%;">FROM / DE APRPLS - Peace Library System 8301 - 110 Street Grande Prairie AB T9W 6T2</td> <td style="width: 20%;">42x32x10cm 1,000 KG VIEV</td> <td style="width: 20%;">MANIFEST NOT REQ MANIFESTE NON REQ</td> </tr> <tr> <td>EST-00BEE-O-V1610-D-4 BPEC 3696 V2</td> <td>P/F: 4007732</td> <td>S/T</td> </tr> <tr> <td colspan="3" style="text-align: center; font-size: x-small;">PIN / NIP: 4007 7320 8927 0647</td> </tr> </table> <p style="font-size: x-small;">Order No.: / N° d'commande: D149747351 Transaction Amount / Montant total: \$1.02 In case of non-delivery, return at sender's expense at courier rates. En cas de non-livraison manquée, renvoyer aux frais de l'expéditeur aux tarifs du comptoir.</p> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; margin-top: 10px;"> <p style="font-weight: bold;">PLACE STAMPS HERE APPOSER TIMBRES ICI \$1.02</p> </div>	FROM / DE APRPLS - Peace Library System 8301 - 110 Street Grande Prairie AB T9W 6T2	42x32x10cm 1,000 KG VIEV	MANIFEST NOT REQ MANIFESTE NON REQ	EST-00BEE-O-V1610-D-4 BPEC 3696 V2	P/F: 4007732	S/T	PIN / NIP: 4007 7320 8927 0647		
FROM / DE APRPLS - Peace Library System 8301 - 110 Street Grande Prairie AB T9W 6T2	42x32x10cm 1,000 KG VIEV	MANIFEST NOT REQ MANIFESTE NON REQ								
EST-00BEE-O-V1610-D-4 BPEC 3696 V2	P/F: 4007732	S/T								
PIN / NIP: 4007 7320 8927 0647										

- Click on the printer icon. DO NOT use File→Print and DO NOT generate a return label until you have completed printing the shipping label.



- When the Printer pop up opens, ensure you are set on landscape orientation. Click on properties to begin. If you require help call PLS headquarters. This is an example of the properties pop up box for a Xerox 3320 printer..

The image shows a browser window displaying a shipping label. Overlaid on the browser are two dialog boxes. The top dialog is the 'Print' window, with the printer icon circled in red. Below it is the 'APRPLS Xerox 3320 Properties' dialog, with the 'Orientation' tab selected and 'Landscape' chosen. The shipping label in the background includes the following information:

CANADA POSTES / POST CANADA **3**

Library Materials | Documents de bibliothèque

TO: / A:
 CALLING LAKE PUBLIC LIBRARY
 BOX 129
 CALLING LAKE AB T0G 0K0

TOG OK0

TRACKING NUMBER 4007 7324 4958 1529 N° DE REPERAGE

FROM / DE: APRPLS - Peace Library System
 3321 - 110 Street
 Grande Prairie AB T6W 6T2

30x25x3cm 1.000 kg VEBV
 MANIFEST NOT REQ
 MANIFESTE NON REQ

OrderNo. / N° d commande: D147174762
 Transaction Amount / Montant total: \$1.02
 In case of non-delivery, return at sender's expense at courier's rates.
 En cas de non-livraison manquée, renvoyer au: frais de l'expéditeur aux tarifs du comptoir.

PLACE STAMPS HERE / APPOSER TIMBRES ICI \$1.02

- Click on the “Generate a Return Label Button” at the top of the screen to create a return label.



- Click on the printer icon to print the return label, as you did for the shipping label. Enclose the return label with the items you are sending, so that they can be returned to you at no extra cost.
- Once you have printed both the shipping label and the return label, click on the Return to Shipping Page button. This will take you back to the shipping form where you can create your next label.