

# Shipping via USPS a "Little" Easier

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Montana State University  
March 22, 2012



# ADDRESS LABEL TEMPLATE

ILL - «LIBRARYN\_1»  
«INSTITUTIO»  
«LENDINGA\_1»  
«LENDINGADD»  
«LENDINGCIT» «LENDINGSTA» «LENDINGZIP»



«LIBRARYNAM»  
«ADDRESS1»  
«ADDRESS2»  
«ADDRESS3»  
«ADDRESS4»

«Next Record»ILL - «LIBRARYN\_1»  
«INSTITUTIO»  
«LENDINGA\_1»  
«LENDINGADD»  
«LENDINGCIT» «LENDINGSTA» «LENDINGZIP»



«LIBRARYNAM»  
«ADDRESS1»  
«ADDRESS2»  
«ADDRESS3»  
«ADDRESS4»

# UPPERCASE TEXT

The screenshot shows the Microsoft Word interface with the 'Aa' font case menu open. The 'UPPERCASE' option is selected. The document is a mail merge template for shipping labels, containing a table with four columns and four rows. Each cell in the table contains a label with various fields and a barcode. The fields are: LIBRARYNAM, ADDRESS1, ADDRESS2, ADDRESS3, ADDRESS4, LENDINGA1, LENDINGADD, LENDINGCIT, LENDINGSTA, and LENDINGZIP. The status bar at the bottom indicates 'Page: 1 of 1' and 'Words: 5/89'. The taskbar shows several open applications including 'LendingLoanS...', 'USPS - Ship a...', 'WorkingDocs', 'ILiad Confer...', 'ILiad Client 8...', 'SirsiDynix Sy...', 'Inbox - Mailb...', 'SCCESd01 - A...', and 'Shipping via...'.

# ADDRESS LABEL

ILL - MSU LIBRARY  
MONTANA STATE UNIVERSITY  
PO BOX 173320  
BOZEMAN MT 59717-3320





**MSU BILLINGS**  
**INTERLIBRARY LOAN**  
**1500 UNIVERSITY DR**  
**BILLINGS MT 59101-0298**



# ADDRESS LABEL W/ MAILER ID

[Home](#) [Databases](#) [Searching](#) [Resource Sharing](#) [Article Exchange](#) | [My Statistics](#) | [My Account](#) | [Options](#) | [Policies Directory](#) | [Co](#)

[Request Manager](#) [Blank Workform](#) [Printing](#) [Batch](#) Go to page

   
Admin Link    Help

Search Active Requests   Request Identifier (an.)

Search Closed Requests




# MAILER ID (continued)



**Yes**         **Print Shipping Labels**     **Print Book Straps**    **Group Affiliations: NWGA**

**No**   

**Conditional**       

**Alert**   

**Future Date**     



# MAILER ID (continued)

Constant Data Record has been applied: DEFAULT

IFM information was not supplied for this request.

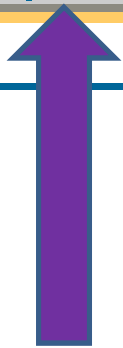
Apply Constant Data:  

Update

Cancel

Reset

GENERAL RECORD INFORMATION





# MAILER ID (continued)

Home Databases Searching **Resource Sharing** [Article Exchange](#) | [My Statistics](#) | [My Account](#) | [Options](#) | [Policies Directory](#) | [C](#)

[Request Manager](#) [Blank Workform](#) **Printing** [Batch](#) Go to page

 Admin  Help Link



**Printing**

Categories	<a href="#">View</a>	<a href="#">Print</a>
Mailing Labels (1 shipping, 0 return)		<a href="#">Print</a>
Book Straps (0 Available)		<a href="#">Print</a>



# MAILER ID (Continued)

Labels to be printed:

Label Format: Avery 5164/5264/8164 (6 labels per sheet) ▾

- Print shipping labels (1 labels) 
- Print a return label for each shipping label
- Print return labels (0 labels)
- Include "Mailed under Section 485.5.1.d Domestic Mail Manual LIBRARY MAIL" notice
- Include Request ID barcode
- Include "POSTMASTER: This parcel may be opened for postal inspection if necessary" notice
- Include "RETURN POSTAGE GUARANTEED" notice

Labels missing from the top of the first sheet:

WARNING: OCLC is not responsible for labels that fail to print correctly or for labels that result in paper jams in the printer. Label stock and printer manufacturers do not recommend feeding label stock through the printer more than once.

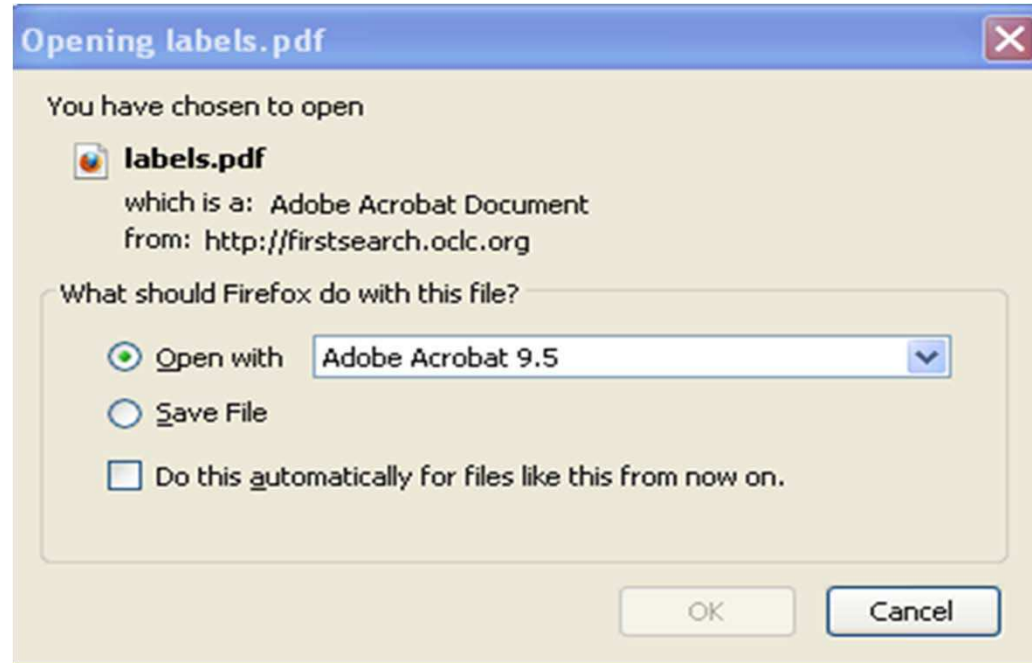
NOTICE: Confirm that the labels have been correctly printed before closing this window.

When printing from Adobe Reader, users must confirm that Page Scaling is set to none in the print dialog box. If page scaling is set to any other setting, labels will not be aligned with label stock when printed.

Format Labels

Close Window

# MAILER ID (continued)






# MAILER ID (continued)

**InterLibrary Loan  
Roundup Community Library  
601 6th Ave. West  
Roundup, MT 59072**



# MAILER ID (continued)

ILL - MSU LIBRARY MONTANA STATE UNIVERSITY PO BOX 173320 BOZEMAN MT 59717-3320 	ILL - MSU LIBRARY MONTANA STATE UNIVERSITY PO BOX 173320 BOZEMAN MT 59717-3320 
ROUNDUP COMMUNITY LIBRARY ILL 601 6 <sup>TH</sup> AVE WEST ROUNDUP MT 59072 	

- Type library's address
- Paste Mailer ID
- Copy & past entire "to" address into remaining
- Save into specific folder

# IMPORTANT REMINDER

Since the record will already be updated on OCLC, then the request needs to be routed to “Item Shipped” in ILLiad.

# INTELLIGENT MAIL BARCODE



**How can I get one of those intelligent mail barcodes tailored to our library's address?**

This barcode is good for:

Montana State University Library  
PO Box 173320  
Bozeman MT 59717-3320

IMPORTANT: DO NOT ENLARGE, REDUCE OR MOVE the FIM and POSTNET barcodes. They are only valid as printed!  
Special care must be taken to ensure FIM and POSTNET barcode are actual size AND placed properly on the mail piece to meet both USPS regulations and automation compatibility standards.



Artwork for User Defined (3.5" x 5")  
Layout: sample CRM with IMB.lyt  
August 2, 2010

Produced by DAZzle Designer 2002, Version 9.0.05  
(c) 1993-2009, Endicia, www.Endicia.com  
U.S. Postal Service, Serial #NO



# Mailer ID

Mailers requesting an MID can go to <http://www.usps.com> and select the [Business Customer Gateway](#) located on the bottom right corner of the web page. New users will need to register (BRM permit holders who previously used usps.com to produce camera-ready artwork can use the same user name and password). After successfully logging onto the Business Customer Gateway, select the "Mailer ID" link to obtain an MID.

Quick Tools

Always a Click Away  
Roll over the tools menu across the site to access quick, handy tools.

- Track & Confirm
- Find Locations
- Calculate a Price
- Look Up a ZIP Code™

Print a Shipping Label

- What you need:
- A standard printer
  - Regular paper
  - An envelope or package

- What to do:
- Choose a shipping service.
  - Add extra services.
  - Print the label.
  - Attach it to your mail.



Get Started

**WATCH IT. WRITE IT. WIN IT.** SWEEPSTAKES

Watch *The Biggest Loser*®. Write a letter to support your favorite contestant. Win a week at the resort & more.

**THE BIGGEST LOSER**®  
TUESDAYS 8/7c

[Learn More](#)

UNITED STATES POSTAL SERVICE®

**New Prices**  
January 22, 2012  
[Learn More](#)

**What's New on USPS.com®**  
[See the latest updates](#)

**Village Post Office**  
[We've expanded access to our products & services](#)

LEGAL

- [Privacy Policy](#)
- [Terms of Use](#)
- [FOIA](#)
- [No FEAR Act EEO Data](#)

ON USPS.COM

- [Government Services](#)
- [Buy Stamps & Shop](#)
- [Print a Label with Postage](#)
- [Customer Service](#)
- [Site Index](#)

ON ABOUT.USPS.COM

- [Newsroom](#)
- [Mail Service Updates](#)
- [Forms & Publications](#)
- [Careers](#)

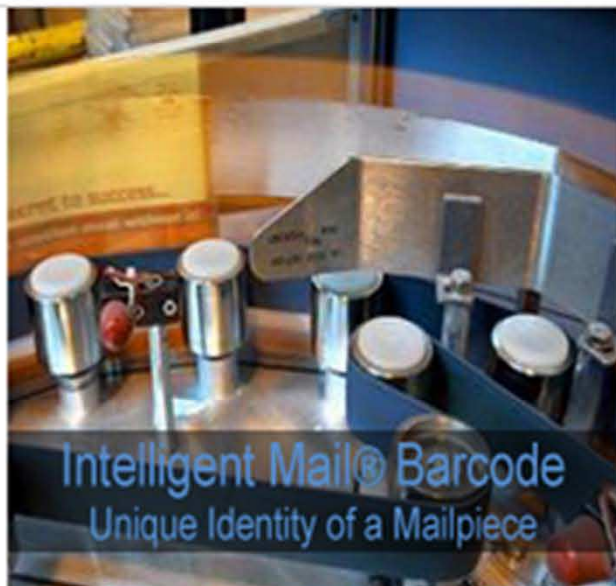


OTHER USPS SITES

- [Business Customer Gateway](#)
- [Postal Inspectors](#)
- [Inspector General](#)
- [Postal Explorer](#)

## Business Customer Gateway

Welcome to the Business Customer Gateway! This portal gives you a single entry point for Postal Service® online business services. Options support Intelligent Mail® products and services, including *PostalOne!*, Facility Access and Shipment Tracking, Mailer IDs, induction and tracking. Use the Online Enrollment service to join Shipping Service programs.



### Login

Username

Password

Sign In

[New User Registration](#)

[I forgot my password](#)

## Design & Prepare

- Electronic Data Exchange (PostalOne!)
- Mailer ID
- Intelligent Mail Services
- Online Enrollment

## Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer/Supplier Agreements (CSAs)
- Customer Label Distribution System (CLDS)
- Schedule a Mailing Appointment (FAST)

RIBBS - USPS National Customer Support Center - Mozilla Firefox

File Edit View History Bookmarks Tools Help

usps.gov https://ribbs.usps.gov/index.cfm?page=intellmailresources

Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Aol. Search the Web SEARCH + AOL 55 New

33°

UNITED STATES POSTAL SERVICE®

National Customer Support Center

RIBBS®

Home Site Index A-Z Site Index by Topic Locators/ Lookups Contact Us

## Intelligent Mail® Postal Resources

[Printable View](#)

**Intelligent Mail® Services**

- Address Quality Products
- Business Mail Acceptance
- Certifications
- Flats Sequencing Strategy
- Move Update
- MTAC
- Major/Minor Release Schedule

The easiest way to locate your local Business Mail Entry Unit (BMEU) or Mailpiece Design Analyst (MDA), is by accessing the following links:

[www.usps.com/nationalpremieraccounts/findlocators.htm](http://www.usps.com/nationalpremieraccounts/findlocators.htm) (BMEU locator)

<https://ribbs.usps.gov/mda/mda.cfm> (MDA look-up tool)

**Contact Information:**

Intelligent Mail  
 Phone: 800-522-9085  
 Email: [IntelligentMailSupport@USPS.GOV](mailto:IntelligentMailSupport@USPS.GOV)  
 Page updated: 5/03/2011

**Important Links**

- [Find your Business Mail Entry Unit](#)
- [Find your Mailpiece Design Analyst](#)

1-800-238-3150

[Contact Us](#) [Version 2.02 Release Notes](#) [Privacy Policy](#)

### IMPORTANT UPDATES

**New USPS business plan charts path to financial stability**

The U.S. Postal Service has released an important update to its business plan for returning to profitability and long-term financial stability. Click [here for news release](#). Click [here for plan details](#).

**Mailers Webinar February 2012**

**Postmaster General on USPS financial future** -- Postmaster General Patrick Donahoe's web presentation to mailers: "USPS financial future. Responsibly realigning our network." Click [here](#).

Faced with a massive nationwide infrastructure that is no longer financially sustainable, the U.S. Postal Service® has proposed sweeping changes designed to save the organization up to \$3 billion a year by cutting its network of processing facilities by over half and adjusting service standards. For more information pertaining to the December 5, 2011 proposal, please click [here](#).

- Consumer and Industry Affairs

Check back often for updated information:

# PACKAGING POINTERS



## Shipping a Reused Box?



### WARNING!

Reused packaging and boxes are only acceptable when all markings and labels are removed or completely blotted out.

Regardless of what is actually inside your package, markings for hazardous materials may result in delivery delays or a package return.



**Unacceptable**      **Acceptable**

©2007 USPS

Reusing a bag or box? Don't forget to repair any areas that need attention



- \* Address labels readable from 30 inches away
- \* Not easily smeared
- \* Contain a ZIP Code™

ILL - MSU LIBRARY  
MONTANA STATE UNIVERSITY  
PO BOX 173320  
BOZEMAN MT 59717-3320



**MSU BILLINGS**  
**INTERLIBRARY LOAN**  
**1500 UNIVERSITY DR**  
**BILLINGS MT 59101-0298**



ILL Department - MONTANA STATE UNIVERSITY - (MZF/MTUMOT)  
Phone: (406) 994-3161 E-mail: bozemanill@montana.edu

Call #: P93.5.V568 2008  
Location:

Title: Visual rhetoric ; a reader in communication and American culture /  
Author:

ILL #: 88079099  
  
MZF.MTG.COV.XFF.OUP 3/52012

Due: **4 WEEKS USE UPON RECEIPT**  
\*\*\* 1 RENEWAL ALLOWED\*\*\*

Pieces: 1  
Additional Notes: NO TAPE/ADHESIVES

Your MaxCost: \$20IFM  
MSU Loan Charge: \$0.00

Shipping: Mail

Loaned To:

MSU TN #: 310487  


*Preferred return of this item & slip to MSU via trackable means (UPS, FedEx, USPS Click-n-SHIP) or use the address label below, including postal barcode*

MSU LIBRARY – ILL  
MONTANA STATE UNIVERSITY  
140 RENNE LIBRARY  
BOZEMAN MT 59717-3320



It's a good idea to enclose your return address and a list of the contents in case the package opens while in transit.

So include those pick slips (yours or the other library's) to and from destinations



# Use of Staples

Use packing tape to seal – please **NO** staples.



February 19, 2012

68 notes

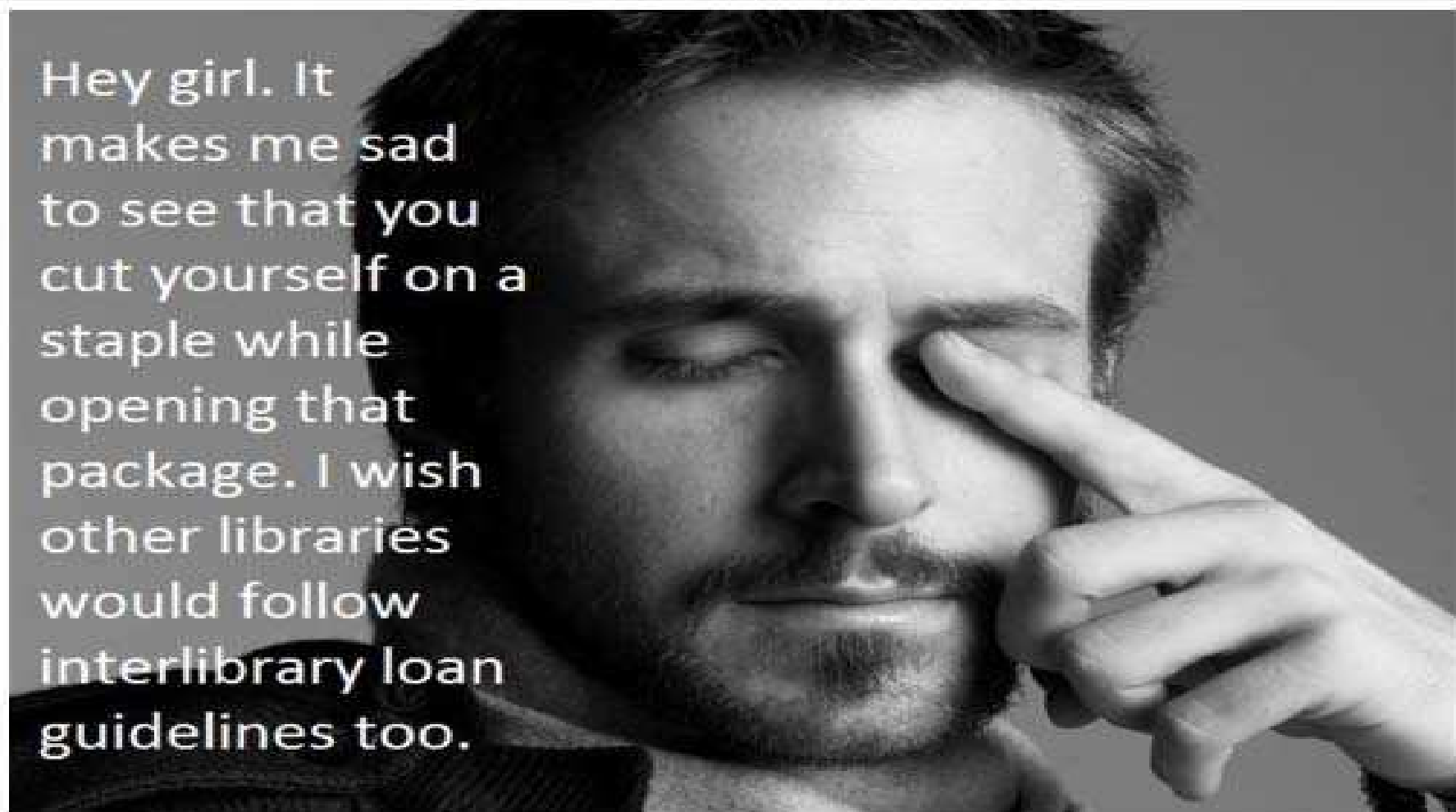


Image from <http://librarianheygirl.tumblr.com/>

# USPS Click-n-Ship

- Create own account
- Pay by credit card
- Generate label
- Address saved in system
- Postage paid
- Some tracking available
- Add insurance
- Variety of mailers
- Mailers free
- E-mail notification
- Not for Library Rate

The screenshot displays the USPS Click-n-Ship interface for creating a shipping label. The page is titled "Print Shipping Labels" and includes a navigation bar with links for "Print Shipping Labels", "FAQs", "Address Book", "Shipping Tools", "Cart Empty", and "My Account".

The main section is "Label Information", which prompts the user to "Please fill in the following information." A link for "Creating a label for your federal tax return?" is also present.

The form is divided into two main columns: "Enter Return Address" and "Enter Delivery Address".

**Enter Return Address:**

- Use Address Book
- \* Full Name: MSU LIBRARY
- Company Name: MONTANA STATE UNIVER
- \* Address 1: PO BOX 173320
- Address 2: RUSSELL (Apt, Room, suite, P.M., etc)
- \* City: BOZEMAN
- \* State: MONTANA
- \* ZIP Code™: 59717-3320 (Address will be auto-filled)
- Email: bozemandr@montana.edu
- Get Track & Confirm notifications via email
- Save in Address Book
- \* Shipping from ZIP Code™:  Same as return address from above  Other (if different from return address)
- ZIP Code Lookup

**Enter Delivery Address:**

- Use Address Book
- \* Ship to: United States (Domestic Mail)
- \* Full Name and/or Company Name: Full Name, Company Name
- \* Address 1: Address 2 (Apt, Room, suite, P.M., etc)
- \* City: City
- \* State: Select
- ZIP Code™: (Address will be auto-filled)
- \* Reference Number: Reference Number
- Email: Email
- Notify recipient of shipping via Email, SMS, TextMessage
- Save in Address Book

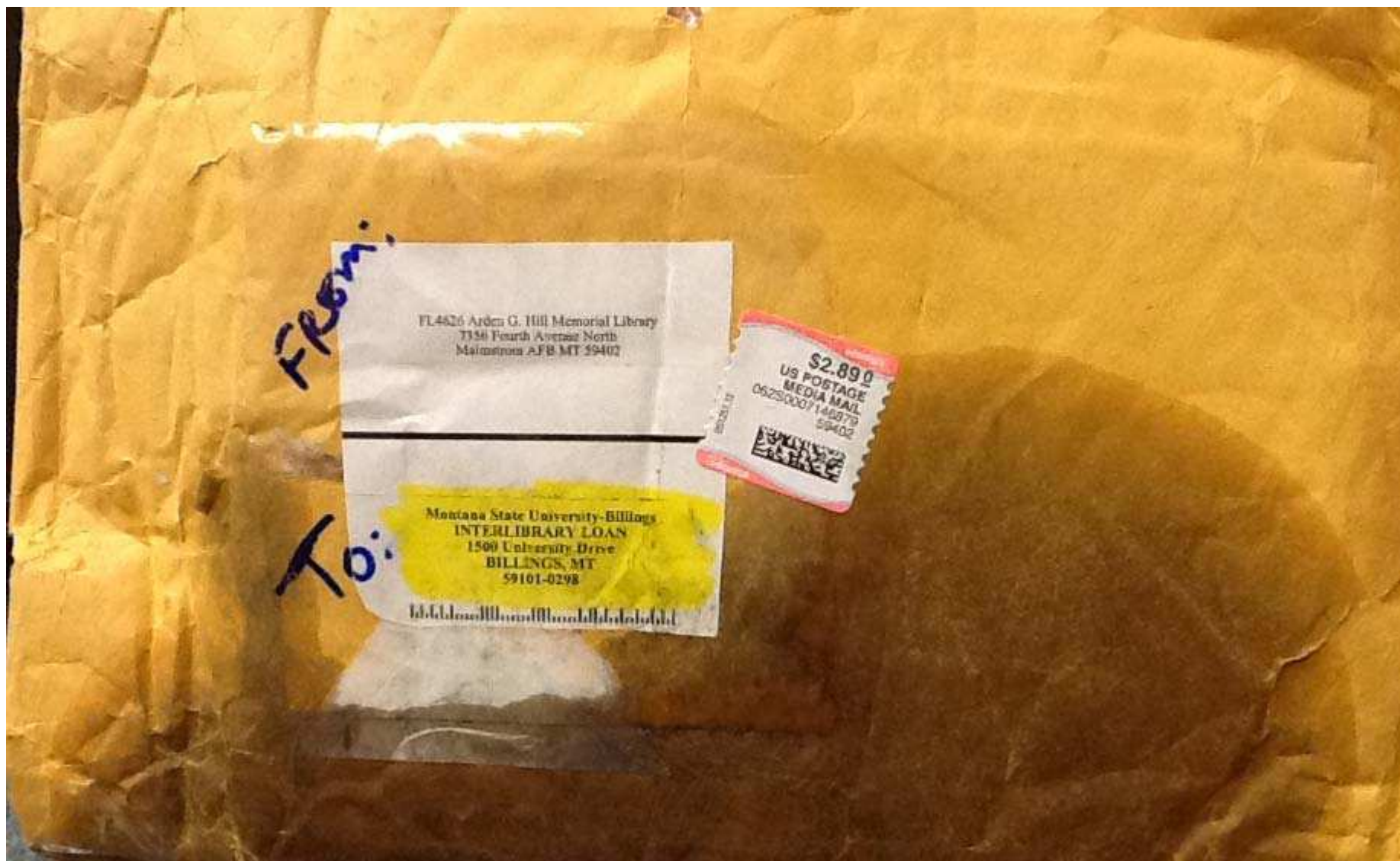
**Enter Package Information:**

- \* Weight: [ ] pounds [ ] ounces (Use total pounds, ounces)

# International Shipping



- \* Click–n–Ship creates the shipping label **AND** the customs form (how great is that!)
- \* Not using Click – n – Ship? 2 different custom forms
- \* Canada – wording on package



LOOK FAMILIAR???



# References

- Dave Granlund editorial illustrations & cartoons  
[www.davegranlund.com](http://www.davegranlund.com)
- Librarian Hey Girl  
<http://librarianheygirl.tumblr.com/>
- The United States Postal Service  
<https://www.usps.com/>

???

**QUESTIONS**

???

**THANK YOU**

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**406-994-4642**