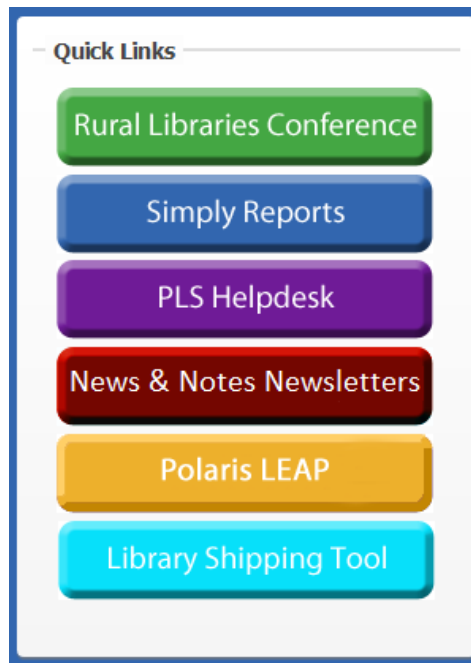
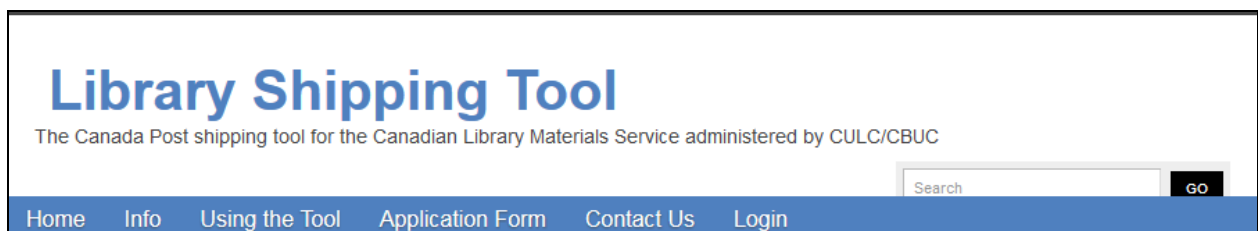


## CANADA POST LIBRARY SHIPPING TOOL INSTRUCTIONS

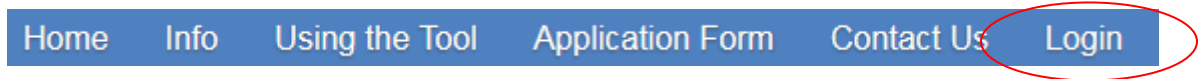
- Logging in to the Shipping Tool: Log onto the Peace Library System website: <http://www.peacelibrarysystem.ab.ca/>
- Scroll down until the Quick Links area is visible on the lower right side of the screen.



- At the bottom you will see the “Library Book Shipping Tool” quick link button.
- Click on the turquoise link to this website: (<http://libraryshippingtool.ca/en/home/>)
- 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).

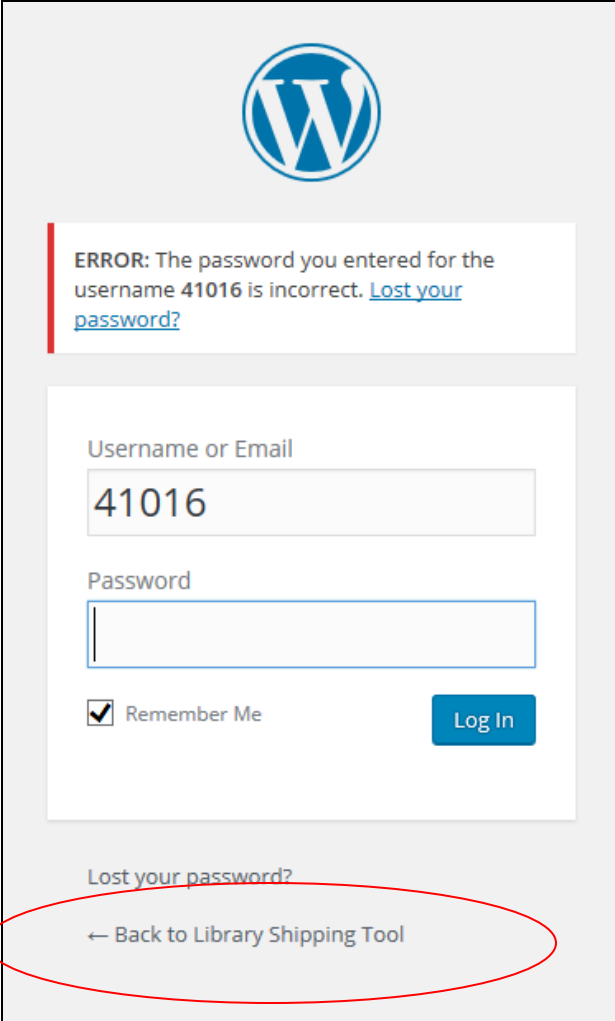


- Clicking on the Login heading opens this page: If your workstation has logged in through this portal before, your browser may remember, and not require the entry of Username and Password.

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 and a 'LANGUAGE' section with a link for 'Français'. The footer contains copyright information: '© 2016 Library Shipping Tool. All Rights Reserved. Canadian Urban Libraries Council / Conseil des Bibliothèques Urbaine du Canada'.

- 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: TOKOLO).
- 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.

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



The screenshot shows a WordPress login page. At the top center is the WordPress logo. Below it is an error message in a white box with a red border: "ERROR: The password you entered for the username 41016 is incorrect. [Lost your password?](#)". Below the error message is a login form with two input fields: "Username or Email" containing "41016" and "Password" which is empty. Below the password field is a "Remember Me" checkbox which is checked, and a blue "Log In" button. At the bottom of the page, there is a link "Lost your password?" and a link "← Back to Library Shipping Tool" which is circled in red.

- 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
<b>Parcels</b>	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 "Français" 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](#)

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**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
<b>Parcels</b>	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 tabs: "CANADA POST", "POSTES CANADA", "SHIP IN CANADA", "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 this section contains a "Retrieve from Address Book" button, which is circled in red in the image.
- To (Destination Address):** Includes fields for \*Name, Title/Dept./Company, \*Address, \*City, \*Prov. (set to Alberta), and \*Postal Code. A "Search" button is present.
- 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 table showing Base, Automation Discount, Fees, GST, HST, PST, and Total. A "Calculate" button is next to it.
- Complete Order:** A "Password to Authorize Use" field with a "Clear" button and a "Print Label" button.

At the bottom left, it says "\*\*\*\* Denotes required fields". At the bottom right, there is 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 “CLA Master” or “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”.\*\***

**\*\*\* Denotes required fields** [Click here to view current orders.](#)

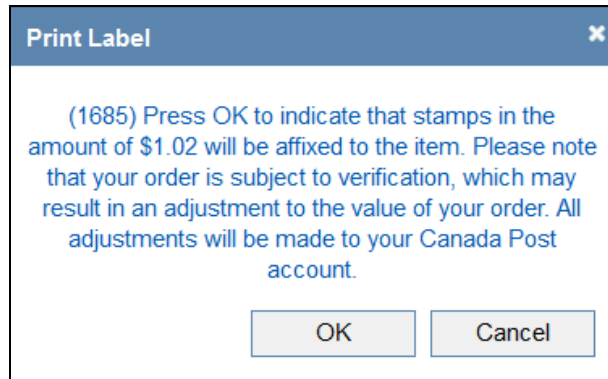
Declared weight is subject to verification based on the application of the cubing (measurements and weight calculations) mechanism. In all cases the greater of the actual weight or the cubed weight shall determine the actual price, including, where appropriate, any applicable surcharges in respect of excess size and/or weight. Such surcharges will be calculated and applied in accordance with your Distribution services agreement.

Canada  
Electronic Shipping Tools Solutions  
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- 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.



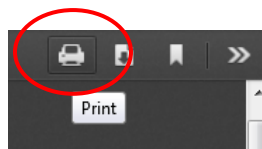
- Check the label for accuracy, and then click on PRINT LABEL, on the right side of the lower screen.
- A box will pop up asking you to verify your information. Click on OK



- 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.



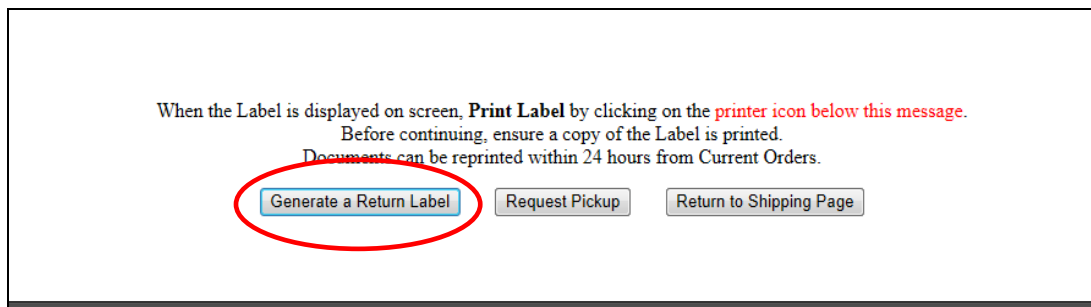
- Click on the printer icon. DO NOT use File→Print and DO NOT generate a return label until you have completed printing the shipping label.



- 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 is a composite of three screenshots. The top-left screenshot shows a 'Print' dialog box with a printer icon circled in red. The middle-left screenshot shows the 'APRPLS Xerox 3320 Properties' window, with the 'Orientation' tab selected and 'Landscape' chosen. The right-side screenshot shows a shipping label for 'Library Materials | Documents de bibliothèque' with a tracking number of 4007 7324 4958 1529 and a postage value of \$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.