

# How to print Return labels

Enter the Request ID. Click GO

Search for requests

Request ID

Active Requests  Closed Requests

Place a Check mark in the Print Return Labels Options box. Be sure to place your check mark in the box before you click the Return item Button.

172759839: The home game

Ready to return this item?

Date returned:

Options:  Print Return Labels

Desired due date:

Click the Return item tab

Click on the Print Queue tab

Interlibrary Loan Home

View As:

SRB: SEO Library Center

- Discover Items
- Borrowing Requests
- Lending Requests
- Purchasing Requests
- Print Queue (1)

**Click on the Return Labels Tab**

▼ **Print Queue (1)**

**Borrowing**  
[Remove All \(1\)](#)

**Return Labels (1)** ←

**Place a Checkmark in the box(s) that you would like to print Return Labels for and click Print**

**You may also choose to have “Return Service Requested”**

Results 1 - 1 of 1

Rows 20 ▼

<input type="checkbox"/>	ID	Media Type	Title	Status
<input checked="" type="checkbox"/>	171812499		Big Medicine : The cost of corporate control and how doctors and patients are working together can rebuild a better system	Returned

Results 1 - 1 of 1

Rows 20 ▼

Format 6 per page ▼

**Paper Size:** US Letter  
Avery 5164/5264/8164 and Avery 6464/6482

**Include on labels**

- Request ID barcode
- LIBRARY MAIL DMM: 173.5.0
- RETURN SERVICE REQUESTED

**Start at label position**  ⚠

**Print** Remove

1	2
3	4
5	6

**Example:**

FROM: MAIN LIBRARY-LICKING COUNTY LIBRARY  
101 W. MAIN STREET  
NEWARK OH 43055




RETURN SERVICE REQUESTED

TO: INTERLIBRARY LOANS DEPARTMENT  
MANATEE COUNTY CENTRAL LIBRARY  
1301 BARCARROTA BLVD.  
BRADENTON FL 34205

**Click Remove All**

▼ Print Queue (1)

**Borrowing**  
[Remove All \(1\)](#)



**Click the Remove All button**

Remove All Borrowing Requests ✕

You are about to remove all requests from these queues. Would you like to proceed?

