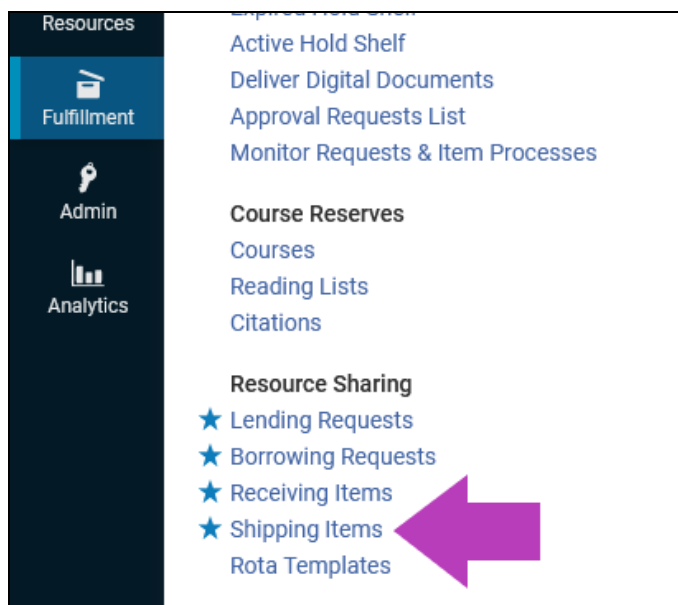


# Shipping Items

## Shipping in Alma

- Go to
  - Fulfillment
  - Resource Sharing
  - Shipping Items



- Add **internal notes** and/or **notes to partner** as appropriate indicating known damage, included parts, etc. Scan in the book's barcode. Alma will find the request ID and attach it to the barcode when it ships.

Shipping Items

Automatically print slip  No  Yes

Shipping cost  USD

Location

Internal note

Scan request ID

Multiple items

Scan item barcode

Shipping format  Physical  Digital  
 Physical non-returnable

Due date

Note to partner

3. Confirm that the item shows up on the shipped list under the processing fields.

Scan item barcode  ☰ OK

Clear List 🔗 🔄

Title	Destination	Request/Process Type	Partner	Shipping format	Due date	Shipping cost	Place in Queue
1 Partisans : the conservative revolutionaries who remade American politics in the 1990s /	System - OSU Request 1//01ALLIANCEOS...	Resource sharing - lending	OSU <span>📄</span>	Physical	-	-	0 <span>⋮</span>

## Packaging

The paging slip should be folded in half and slipped inside the front cover of the book.


All outgoing Summit items should have a Summit bookband or Summit sticker placed on the cover, per local policies. The bookband/sticker may be placed on the front or back cover, so long as it is not covering up the item's barcode. Please make certain the band or sticker does not restrict use of the material. All bookbands/stickers should have the shipping dropsite marked on them. The dropsite code can be found on the item's paging slip.

Media, microform, and delicate items should be placed in protective packaging (preferably a media box) inside the courier bags. Media boxes can be requested on the [courier@orbiscascade.org](mailto:courier@orbiscascade.org) email list. It's often a good idea to put fiche inside a large envelope or similar so that they don't get lost inside bags.

There are three sizes of bags. Multiple items for a particular dropsite may be placed in the same bag, just be careful to stack them spine-to-spine so pages don't get bent/torn as books shift in the bags during the delivery process.

## Address Labels

Each bag needs a dropsite address label so that the courier knows where to send the bags. In a browser, navigate to <http://expakship.expaklogistics.com> and log in with your institution's username and password.

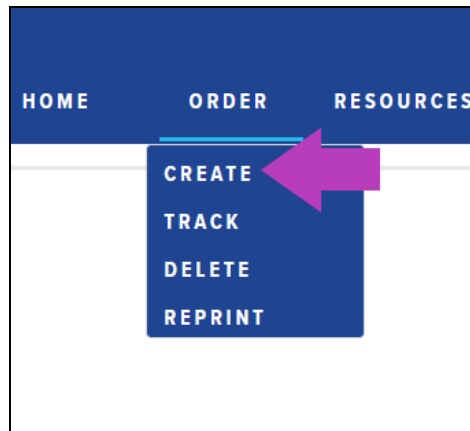


**Login**

Username
Password

LOG IN

Choose **Order** from the top menus, then **Create**.



Under **Delivery Stop**, choose the proper Dropsite from the dropdown for a bag's destination. Under **Labels**, input the number of bags being shipped to that site. Then click **Add Label**.

Today's Date	Next Ship Date	Pickup Window
11/3/2022	11/03/2022	1200 - 1300

**PICKUP STOP**

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From **University of Idaho** **UI**  
850 Rayburn Street  
Moscow ID, 83844

**DELIVERY STOP**

Central Washington University

To: **Central Washington University** **CWU**  
14th Avenue  
Ellensburg WA, 98926 **402C**

**LABELS**

**ADD LABEL** Quantity:

A screenshot of a shipping form. At the top, there is a table with three columns: 'Today's Date', 'Next Ship Date', and 'Pickup Window'. Below this is a section for 'PICKUP STOP' with details for 'University of Idaho'. A 'DELIVERY STOP' section follows, with a dropdown menu showing 'Central Washington University'. Below that, the 'To:' address for 'Central Washington University' is listed. At the bottom, there is a 'LABELS' section with a blue 'ADD LABEL' button, a 'Quantity:' label, and a text input field containing the number '1'. A pink arrow points from the right towards the 'Quantity' input field.

In the Existing Labels list, select any participating libraries in the **Participating Library** dropdown menu, and add any notes, if necessary.

Label #	Barcode ID	Dropsite Library	Participating Library	Printed?	Select/Deselect	Notes
1	071006221103001	Central Washington University	Select the participating library	Yes	<input type="checkbox"/>	
2	071006221103002	Central Washington University	Ellensburg Public Library Select the participating library Ellensburg Public Library	No	<input type="checkbox"/>	
1	071020221103001	Gonzaga University	Select the participating library	Yes	<input type="checkbox"/>	

Select all labels to be printed in the **Select/Deselect** column. Print the labels.

Existing Labels Total: 19

**PRINT LABEL**

Label #	Barcode ID	Dropsite Library	Participating Library	Printed?	Select/Deselect
1	071006221103001	Central Washington University	Select the participating library	Yes	<input type="checkbox"/>
2	071006221103002	Central Washington University	Ellensburg Public Library	No	<input checked="" type="checkbox"/>

Full bags with the address labels tucked into the plastic panels need to be placed in the blue or orange courier bins. Fill the bins, but not above the top edge of the bins, so that bags don't fall out and get lost during shipping.