

Patrons Labels Reports

Operations

Reports

How helpful was this page?

 Unknown macro: 'rate'

Tell us what we can improve.

Related Blog Posts

Blog Posts

- Blog: [How to add reports in the new beta—you beta be trying it!](#)
created by [Bethany Brown](#)
Jan 16, 2024
[Alexandria](#)
- Blog: [Remind me with reports... for notes!](#)
created by [Bethany Brown](#)
Oct 04, 2023
[Alexandria](#)
- Blog: [Loaned Items Notice for teachers](#)
created by [Bethany Brown](#)
Sep 21, 2023
[Alexandria](#)
- Blog: [Summer tip: how to print library cards](#)
created by [Bethany Brown](#)
Jul 12, 2023
[Alexandria](#)
- Blog: [End-of-year reports](#)
created by [Bethany Brown](#)
May 10, 2023
[Alexandria](#)
- Blog: [Curate your collection—Stats with Super Summary](#) created by [Bethany Brown](#)
Feb 01, 2023
[Alexandria](#)
- Blog: [How to share your district report standards](#)
created by [Bethany Brown](#)
Jan 18, 2023
[Alexandria](#)
- Blog: [Share your top titles](#) created by [Bethany Brown](#)
Jan 10, 2023
[Alexandria](#)
- Blog: [Cash drawer report to the rescue!](#)
created by [Bethany Brown](#)
Oct 04, 2022
[Alexandria](#)
- Blog: [¿Hablas español? - Filter search results by language](#) created by [Bethany Brown](#)
Aug 16, 2022



- [Patron Barcode Labels \(3x10\)](#)
- [Patron Labels \(4x20\)](#)
- [Patron Mailing Labels \(3x10\)](#)

Patron Barcode Labels (3x10)

Patron Barcode Labels (3x10)



Generates labels with patron barcodes

This report is formatted for 3x10 (1" x 2 5/8") label sheets, such as COMPanion's [V0055 Blank Barcode Labels](#). Check out [Barcode Labels](#) for more information on barcode label types, alignment troubleshooting tips, and FAQs.

Use(s)

- Attach these to student ID cards or use them for internal purposes, such as keeping track of holds.
- Print patron barcodes for each class or homeroom, organize them in a binder, and pull out a particular class or homeroom's sheet whenever they visit the library. This works well for young patrons who may not be able to keep track of library cards on their own.

Selections

SelectionsOptions

Create labels with patron barcodes. This report is formatted for 3x10 label sheets (COMPanion Part Number V0055). Include records for:

Patrons at Site

AMS – Adams Middle School

Patrons with a Status of

Active

Patrons in Security Group

Any Group

Patrons with a Policy of

Any Policy

Patrons from

Location

From

Through

Patrons in Grade

From

Through

Patrons added

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons with Last Name

Patrons in Barcode Range

From

Through

Patrons with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

Show Additional Selections

Create Saved Report

Run

Options

SelectionsOptions

Sort byLast Name

Labels to Skip

Add 'P' to Barcode

Label Copies

First Last Name

Barcode Image

Barcode Number

2 5/8"

Clear All Rows

Example Report

Patrons Labels Reports



[Back to Top](#)

Patron Labels (4x20)

Patron Labels (4x20)



Generates labels with customizable patron information (name, address, barcode image, barcode number, phone number, or parent/guardian name)

This report is formatted for 4x20 (1/2" X 1 3/4") label sheets, such as COMPanion's [V0036 Blank Reading Level/Lexile Labels](#).



It's possible but not recommended to put barcode images on these labels. Use the [Patron Barcode Labels \(3x10\)](#) report if you want labels with barcode images.

Use(s)

Use these labels to affix patron information to ID cards if needed.

Selections

SelectionsOptions

Create labels with patron addresses. This report is formatted for 3x10 label sheets (COMPanion Part Number V0055). Include records for:

Patrons at Site

AMS - Adams Middle School

Patrons with a Status of

Active

Patrons in Security Group

Any Group

Patrons with a Policy of

Any Policy

Patrons from

Location

From

Through

Patrons in Grade

From

Through

Patrons added

From MM/DD/YYYY

Through MM/DD/YYYY

Patrons with Last Name

Patrons in Barcode Range

From

Through

Patrons with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

✓ Show Additional Selections

Create Saved Report

Run

Options

SelectionsOptions

Sort by

Last Name

Labels to Skip

Label Copies

First Last Name

Address

City, State, Postal

1 3/4"

Clear All Rows

Example Report



Patron Labels (4x20) Report.pdf

[Back to Top](#)

Patron Mailing Labels (3x10)

Patron Mailing Labels (3x10)



Generates labels with patron mailing information

This report is formatted for 3x10 (1" x 2 5/8") label sheets, such as COMPanion's [V0055 Blank Barcode Labels](#).

Use(s)

If you need to mail something to your patrons, using this report is an easy way to customize and print labels with all of their addresses.

Selections

SelectionsOptions

Create labels with patron barcodes. This report is formatted for 3x10 label sheets (COMPanion Part Number V0055). Include records for:

Patrons at SiteAMS - Adams Middle School

Patrons with a Status ofActive

Patrons in Security GroupAny Group

Patrons with a Policy ofAny Policy

Patrons fromLocationFromThrough

Patrons in GradeFromThrough

Patrons addedFrom MM/DD/YYYYThrough MM/DD/YYYY

Patrons with Last Name

Patrons in Barcode RangeFromThrough

Patrons with Barcodes

NOTE: For labels to print correctly, set your printer page scaling to none or 100%.

✓ Show Additional SelectionsCreate Saved ReportRun

Options

SelectionsOptions

Sort byLast Name

Labels to Skip

Label Copies

First Last Name

Address

Address 2

City, State, Postal

2 5/8"

Clear All Rows

Example Report



Patron Mailing La...(3x10) Report.pdf

[Back to Top](#)