Patrons Forms Reports

Operations

Reports

How helpful was this page?

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Alexandria

Save as PDF



Textbook Tracker

Library Cards (2x5)

Library Cards (2x5)

Generates library cards based on your customizations

These should be printed on common business card stock or shipping labels: 2" x 3 ½" with 10 per sheet (Avery 5371).

Check out our Alignment Troubleshooting tips if you're having problems printing library cards.

Use(s)

≙

- Create library cards for patrons so you can quickly scan their barcodes when checking out items.
- Use the First Name Only data option to create name tags for your students.
 If your Patron and Item barcodes overlap, you can select Add 'P' to Barcode to specify it is a patron barcode.

Selections					Optior	IS	
	ary cards for patrons. T	his report is formatted for c per sheet (Avery 5371). Inc Through MM/DD/YYYY	lude records for:		Sele Sort b Forma		✔ Add 'P' to
Patrons with a Policy of Patrons from Patrons in Grade Patrons added Patrons with Last Name	Any Policy Homeroom From From From MM/DD/YYYY	om Q Through Through Through MM/DD/YYYY	م •		Z	First Last Name Site (Name) Barcode Image Barcode Number	→ Justific.
Patrons in Barcode Range Patrons with Barcodes	From Selections	Through	e Saved Report	Run	↓ 	— 3 1/2" — Clear All Rows	
					Check	out the Patrons Labels Reports	page for more inform

Example Reports

Library Cards (2x5) Report.pdf	Library Cards (2x5atron Pictures.pdf	Library Cards
No Picture format	With Picture format	With "P" added

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Patron Desk Reference Patron Desk Reference

Textbook Tracker

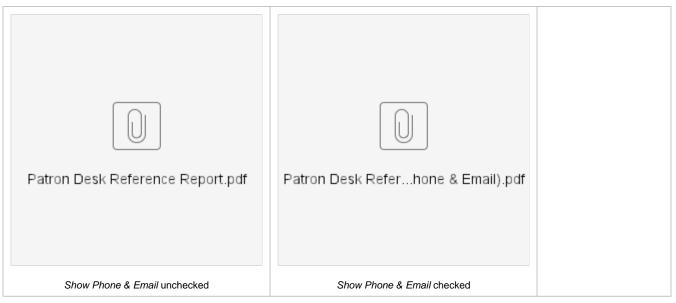
Generates a quick reference sheet with patron photos, barcodes, and optional contact information

Use(s)

If you don't want your patrons to have to keep track of library cards, you could print a reference sheet for each homeroom or class, organize them in a binder, and use the particular class or homeroom's sheet for scanning whenever they visit the library.

Selections	Options	
Selections Options		Selections Options
Include records for:		Sort by Last Name
Patrons with a Status of Active		Show Phone & Email
Patrons in Security Group Any Group		
Patrons with a Policy of Any Policy		
Patrons from Location V From	C Through	
Patrons in Grade From	Through	
Patrons added From MM/DD/YYYY	Through MM/DD/YYYY 🔞 🔽	
Patrons in Barcode Range From	Through	
Show Additional Selections		

Example Reports



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