Copies Labels Reports

Operations

Reports

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Unknown macro: 'rate'

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- Copy Labels (3x10)
- Copy Labels (4x20)
- Copy Labels (5x10)

- Copy Labels (5x10), Variable
- Copy Labels (8x6, Tall)
- Copy Labels (8x6, Tall), Variable

- Copy Labels (8x6, Wide)
- Copy Labels (8x6, Wide), Variable

Alexandria custom label reports give you a way to control and customize the look of your barcode and spine labels. You can choose *what* information to display, *where* it's displayed on the label, and whether it's **bold**, regular, or even colored.

> ✓ When you're finished customizing your labels, click **Create Saved Report** so it's ready when you need to print more labels. Remember to give it a descriptive title so you know exactly what the labels are formatted for.

📋 Unknown macro: 'multiexcerpt-include-macro'

Options

The custom label report interface contains a loose representation of an actual label's height and width. These are not meant to be an exact—just enough to get a rough feel for how they are laid out. Each field in the template can be customized using the options on the right. Formatting options can vary based on the type of data you've chosen to display in that field. For example, a barcode image cannot be bold. If you would like to start over with a blank label, simply click on the **Clear All Rows** button below the label image.

Field	Options
Printing Options	
Sort by	Choose how you want the labels to be ordered.
Labels to Skip	Skips a certain number of labels from the top before beginning printing. Useful if you're using a sheet of labels in which you've already begun printing. Applies to the first page only. (Character limit of two.)
Label Copies	Allows you to make multiple copies of the same label. (Character limit of two.)
Call # Division	Choose whether you want call number sections to be split into separate rows when there are *Spaces* or *Spaces & Periods* (spine labels only).
Formatting Options	
Data	Select the data to be displayed in the selected field. In the label portion on the left, select the line you want to change and then pick from the Data drop down. > ✓ Add series and series volume to your barcode or spine labels to make finding the next volume easier!
Size	Choose if this field will be small (1 row) or large (2 rows). The text will be formatted to fit the size. Labels are limited by the number of rows, so not all of them can be large.
Justification	Position the text (or barcode image) on the left, right, or center of the label.
Color	If you are printing these labels on a color printer, you can have certain fields show up in different colors: **black**, **blue**, **red**, **purple**, **green**, **brown**, and **orange**.

Copies Labels Reports	
Study Program	Choose the Study Program type. This option only appears when Study Program data is added to copy labels. Last Updated: $action.dateFormatter.formatDateTime($content.getLastModificationDate())
Include Labels	When checked, this option adds abbreviations that label the data type (e.g. _RL_ indicates Reading Level). This option only appears when Study Program data is added to copy labels.

> ⚠️ Check out our Alignment Troubleshooting tips if you're having problems printing labels.

Copy Labels (3x10) -- Barcode Labels, Envelope Labels, Info Labels

Copy Labels (3x10)

Textbook Tracker: _Textbook Copy Labels (3x10)_

Generates barcode or envelope labels

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)

Use these labels to place barcodes on library items (equipment, books, DVDs, etc.) for easy scanning.

Selections

Options

Selections	Options

This report is formatted for 3 x 10 label sheets, COMPanion Part Number V0055. Include records for:

Copies with a Status of [Any ▼]
Copies with a Policy of [Any Policy ▼]
Copies from [Copy Location ▼] [From] [Through]
Copies with a Medium of [Any Medium ▼]
Copies in Call Number Range [From] [Through]
Copies added [From MM/DD/YYYY 📅] [Through MM/DD/YYYY 📅] [▼]
Copies from Title [____]
Copies in Barcode Range [From] [Through]
Copies with Barcodes [____]

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

✔ **Show Additional Selections**   **Create Saved Report**   **Run**

Selections	**Options**

Sort by [Copy Call Number ▼]   Labels to Skip
Label Copies

Call Number
Barcode Image
Barcode Number
Title

◄— 2 5/8" —►

Clear All Rows

Example Report

Copy Labels (3x10) Report.pdf

Copy Labels (4x20) -- Study Programs, Small Labels, Envelope Labels

Copy Labels (4x20)

Generates study program or envelope labels

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 *Copy Labels (3x10)* report if you want labels with barcode images.

Use(s)

- Create small labels with study program information. Place these on the outside or inside of book covers.

- Create small labels with additional information about a copy (author, genre, publication year, and more). Place these on the outside or inside of book covers.

Selections

| Selections | Options |

This report is formatted for 4 x 20 label sheets, COMPanion Part Number V0036. Include records for:

Copies with a Status of	Any
Copies with a Policy of	Any Policy
Copies from	Copy Location	From	Through
Copies with a Medium of	Any Medium
Copies in Call Number Range	From	Through
Copies added	From MM/DD/YYYY	Through MM/DD/YYYY
Copies from Title	
Copies in Barcode Range	From	Through
Copies 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

| Selections | Options |

Sort by   Copy Call Number

Labels to Skip

Label Copies

| Lexile |
| Reading Level (Lexile) |
| Barcode Number |

1 3/4"

Clear All Rows

Justifica

Study Prog

Include La

Example Report

Copy Labels (4x20) Report.pdf

Copy Labels (5x10) -- Spine Labels

Copy Labels (5x10)

Generates spine labels

This report is formatted for 5x10 (1" x 1 1/2") labels sheets, such as COMPanion's V0034 Blank Spine Labels.

Use(s)

Use these labels when you have longer call number segments, but fewer total segments. These are wider than the 8x6 labels.

Example Report

Copy Labels (5x10) Report.pdf

Copy Labels (5x10), Variable -- Spine Labels
Copy Labels (5x10), Variable

Generates spine labels

This report is formatted for 5x10 (1" x 1 1/2") labels sheets, such as COMPanion's V0034 Blank Spine Labels.

The only difference between this report and the *Copy Labels (5x10)* report are additional options that allow you to change the font size and number of rows on these labels.

Use(s)

Use these labels when you have longer call number segments, but fewer total segments. These are wider than the 8x6 labels.

Selections	Options

Example Report

Copy Labels (5x10...Labels Report.pdf

Font Size Recommendations

To lower the chances of the text on your labels being cut off while printing, use these recommended font sizes:

Number of Rows	Largest Recommended Font Size	Largest Supported Font Size
2	20	30
4	14	18
6	10	12

Copy Labels (8x6, Tall) -- Spine Labels, Study Programs
Copy Labels (8x6, Tall)

Generates spine labels or study program labels

This report is formatted for 8x6 (1 5/8" x 1") labels sheets, such as COMPanion's V0032 Blank Spine Labels.

Use(s)

- Use these spine labels if you have several lines in your call numbers, as these are a bit taller than the 5x10 labels.

- Use these labels to put study program information on book spines.

Selections

Selections | Options

This report is formatted for 8 x 6 label sheets, COMPanion Part Number V0032. Include records for:

Copies with a Status of	Any ▼
Copies with a Policy of	Any Policy ▼
Copies from	Copy Location ▼ / From / Through
Copies with a Medium of	Any Medium ▼
Copies in Call Number Range	From / Through
Copies added	From MM/DD/YYYY 📅 / Through MM/DD/YYYY 📅 ▼
Copies from Title	
Copies in Barcode Range	From / Through
Copies 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

Selections | Options

Sort by	Copy Call Number ▼
Call # Division	Spaces ▼

Labels to Skip
Label Copies

Barcode Number

Call Number Part 1
Call Number Part 2
Call Number Part 3
Call Number Part 4
Site (Code)

1"

Clear All Rows

Justific

Example Report

Copy Labels (8x6, Tall) Report.pdf

Copy Labels (8x6, Tall), Variable -- Spine Labels, Study Programs

Copy Labels (8x6, Tall), Variable

Generates spine labels or study program labels

This report is formatted for 8x6 (1 5/8" x 1") label sheets, such as COMPanion's V0032 Blank Spine Labels.

The only difference between this report and the *Copy Labels (8x6, Tall)* report are additional options that allow you to change the font size and number of rows on these labels.

Use(s)

- Use these spine labels if you have several lines in your call numbers, as these are a bit taller than the 5x10 labels.

- Use these labels to put study program information on book spines.

Selections

Selections | Options

This report is formatted for 8 x 6 label sheets, COMPanion Part Number V0032. Include records for:

Copies with a Status of	Any ▼
Copies with a Policy of	Any Policy ▼
Copies from	Copy Location ▼ From Through
Copies with a Medium of	Any Medium ▼
Copies in Call Number Range	From Through
Copies added	From MM/DD/YYYY 📅 Through MM/DD/YYYY 📅 ▼
Copies from Title	
Copies in Barcode Range	From Through
Copies 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

Selections | Options

Sort by	Copy Call Number ▼	Labels to Skip
Call # Division	Spaces ▼	Label Copies
Rows	8 ▼	Font Size

Barcode Number

Call Number Part 1

Call Number Part 2

Call Number Part 3

Call Number Part 4

Site (Code)

Justific

1"

Clear All Rows

Largest supported font is 14

Example Report
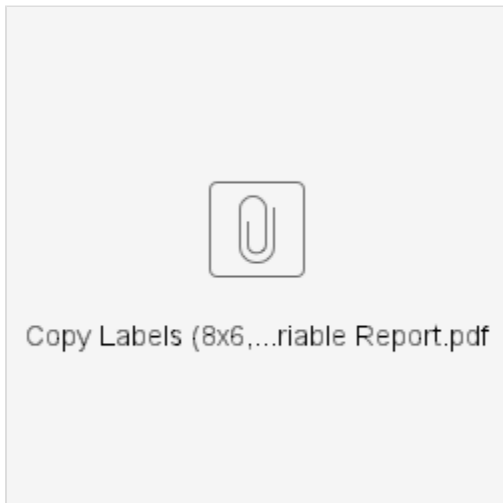
Copy Labels (8x6,...riable Report.pdf

Font Size Recommendations

To lower the chances of the text on your labels being cut off while printing, use these recommended font sizes:

Number of Rows	Largest Recommended Font Size	Largest Supported Font Size
2	20	34 (3 characters max)
4	24	26
6	18	20
8	12	14

Copy Labels (8x6, Wide) -- Spine Labels

Copy Labels (8x6, Wide)

Generates wide and short spine labels

This report is formatted for 8x6 (1" x 1 5/8") labels sheets, such as COMPanion's V0032 Blank Spine Labels.

Use(s)

Use these labels when you need wide and short spine labels.

⚠️   Remember to set the orientation to landscape in Adobe Reader.

Selections

Selections	Options

This report is formatted for 8 x 6 label sheets, COMPanion Part Number V0032. Include records for:

Copies with a Status of	Any ▼
Copies with a Policy of	Any Policy ▼
Copies from	Copy Location ▼ From Through
Copies with a Medium of	Any Medium ▼
Copies in Call Number Range	From Through
Copies added	From MM/DD/YYYY 📅 Through MM/DD/YYYY 📅 ▼
Copies from Title	
Copies in Barcode Range	From Through
Copies 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

Selections	Options

Sort by	Copy Call Number ▼	Labels to Skip
Call # Division	Spaces ▼	Label Copies

Call Number Part 1

Call Number Part 2   Justifi

Call Number Part 3

Barcode Number

1 5/8"

Clear All Rows

Example Report

Copy Labels (8x6, Wide) Report.pdf

Copy Labels (8x6, Wide), Variable -- Spine Labels

Copy Labels (8x6, Wide), Variable

Generates wide and short spine labels

This report is formatted for 8x6 (1" x 1 5/8") label sheets, such as COMPanion's V0032 Blank Spine Labels.

The only difference between this report and the *Copy Labels (8x6, Wide)* report are additional options that allow you to change the font size and number of rows on these labels.

Use(s)

Use these labels when you need wide and short spine labels.

> ⚠️ Remember to set the orientation to landscape in Adobe Reader.

Selections

Options

Example Report

Copy Labels (8x6,...riable Report.pdf

Font Size Recommendations

To lower the chances of the text on your labels being cut off while printing, use these recommended font sizes:

Number of Rows	Largest Recommended Font Size	Largest Supported Font Size
2	20	30
4	14	18
6	10	12