Patrons Labels Reports

Operations

Reports

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Unknown macro: 'rate'

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Tools > Reports > Patrons > Labels

- Patron Barcode Labels (3x10)
- Patron Labels (4x20)
- Patron Mailing Labels (3x10)

Patron Barcode Labels (3x10)

Patron Barcode Labels (3x10)
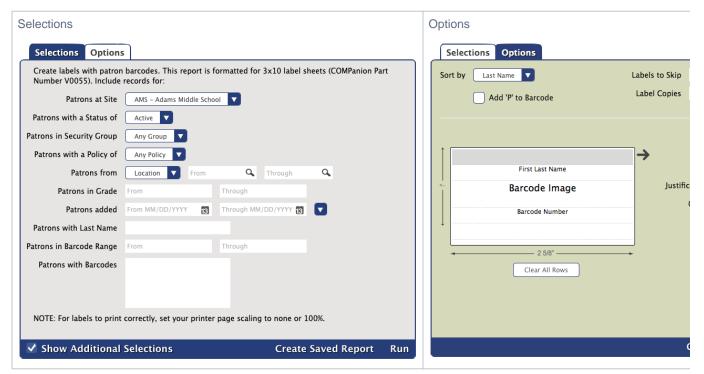
Textbook Tracker

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

Options

Example Report

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

Patron Labels (4x20)

Patron Labels (4x20)

Textbook Tracker

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	Options

Selections | Options

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

Selections | Options

Sort by — Last Name   Labels to Skip

Label Copies

First Last Name
Address
City, State, Postal

1 3/4"

Clear All Rows

Justific

Example Report

Patron Labels (4x20) Report.pdf

Patron Mailing Labels (3x10)
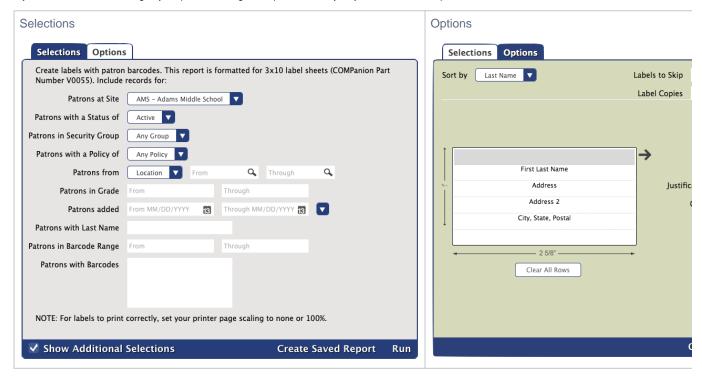
Patron Mailing Labels (3x10)

Textbook Tracker

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

Options

Example Report

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