

# Patrons Forms Reports

## Operations

### Reports

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# 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 1/2" 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

SelectionsOptions

Create customizable library cards for patrons. This report is formatted for common business card stock or shipping labels that are 2 x 3.5 with 10 per sheet (Avery 5371). Include records for:

Patrons with a Status ofActive

Accounts ExpiringFrom MM/DD/YYYYThrough MM/DD/YYYY

Patrons in Security GroupAny Group

Patrons with a Policy ofAny Policy

Patrons fromHomeroomFromThrough

Patrons in GradeFromThrough

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

Patrons with Last Name

Patrons in Barcode RangeFromThrough

Patrons with Barcodes

Show Additional SelectionsCreate Saved ReportRun

Options

SelectionsOptions

Sort byLast NameAdd 'P' to

FormatNo Picture

First Last Name

Site (Name)

Barcode Image

Barcode Number

3 1/2"

Clear All Rows

Justific

Check out the [Patrons Labels Reports](#) page for more inform

### Example Reports





Patron Desk Reference Report.pdf

*Show Phone & Email unchecked*



Patron Desk Refer...hone & Email).pdf

*Show Phone & Email checked*

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