

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 NameSite (Name)Barcode ImageBarcode Number

3 1/2"

Clear All Rows

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

Example Reports

Library Cards (2x5) Report.pdf

No Picture format

Library Cards (2x5)atron Pictures.pdf

With Picture format

Library Cards

With "P" added

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Patron Desk Reference

Patron Desk Reference

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

SelectionsOptions

Include records for:

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 in Barcode RangeFromThrough

Show Additional Selections

Create Saved Report

Run

Options

SelectionsOptions

Sort byLast Name

Show Phone & Email

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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