Spine labels are tags stuck on books and other items displaying a dewey number or shelf location. They reflect what is in the "Call number" cataloguing field.

These labels normally appear on or next to the spine of books.

Spine labels can be printed in Bookmark at several locations in Cataloguing. These are:

- The special Spine Label printing section

- AddEdit Items

- Importing MARC records

The spine label printing section can also be used to print other types of small labels and "stickers".

Go to Cataloguing then Labels.
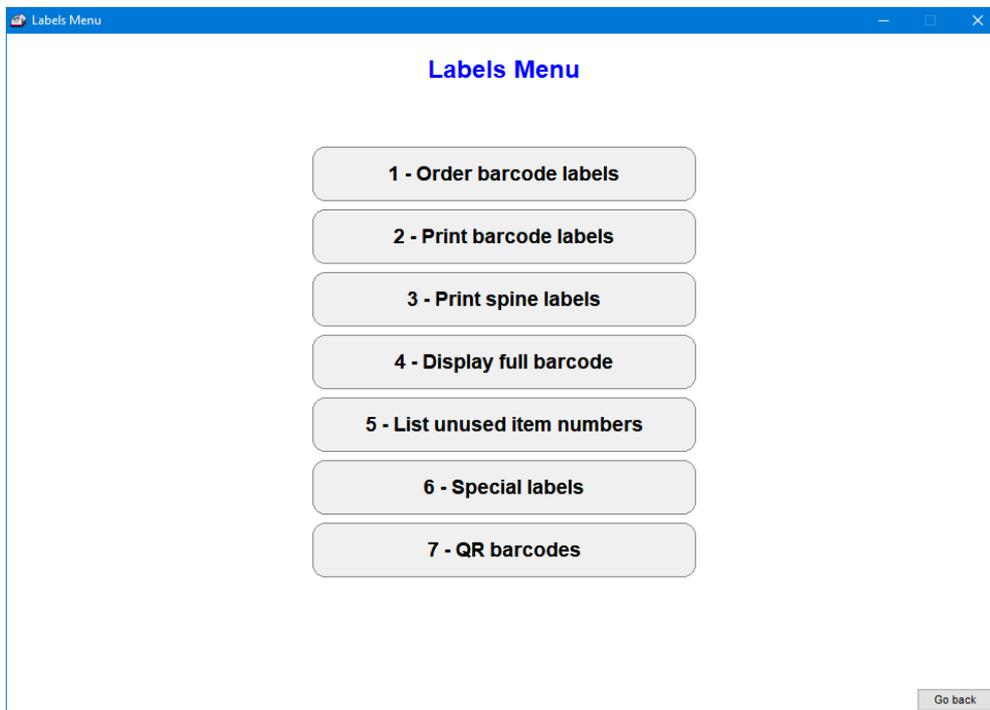
Click on 3 - Print Spine labels.
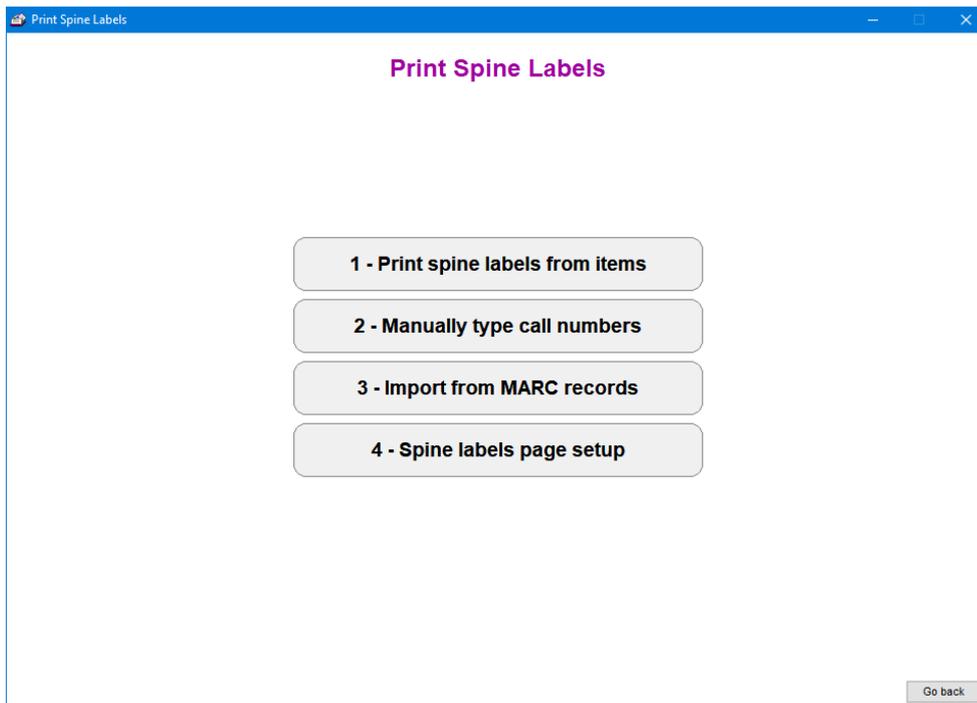
4 – Spine labels page setup is used to configure the printout so the labels are printed correctly.

While spine labels can be printed on normal paper, in most cases sheets of blank stick-on labels are used. Special label printers can also be used.
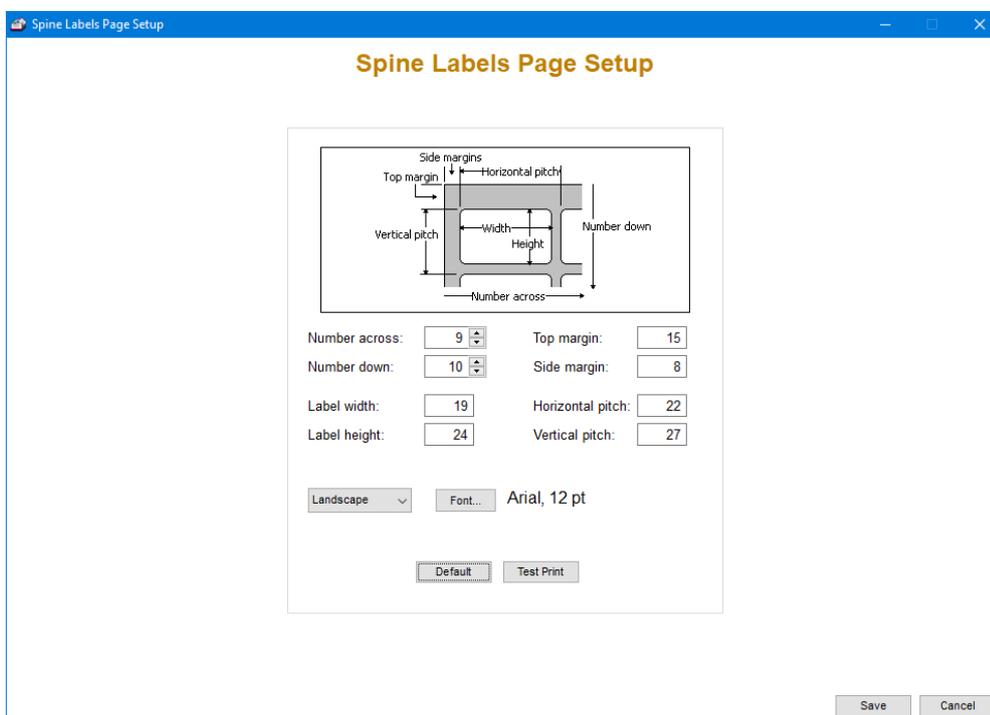
The *Default* button is used to select a standard type of spine label.

Default spine label setup

○ 5 x 11 (Dataman)
◉ 9 x 10 (Fry / WA Lib Supplies)
○ 8 x 11
○ 11 x 12 (Raeco 12603)
○ 5 x 13 (Avery L7651)
○ 23 x 23 (Brother QL-570)
○ 2 x 9 (Raeco 12601)
○ 11 x 15 (Raeco 12602)
○ 8 x 9 (Raeco 12604)
○ 7 x 12 (Raeco 12631)

OK   Cancel
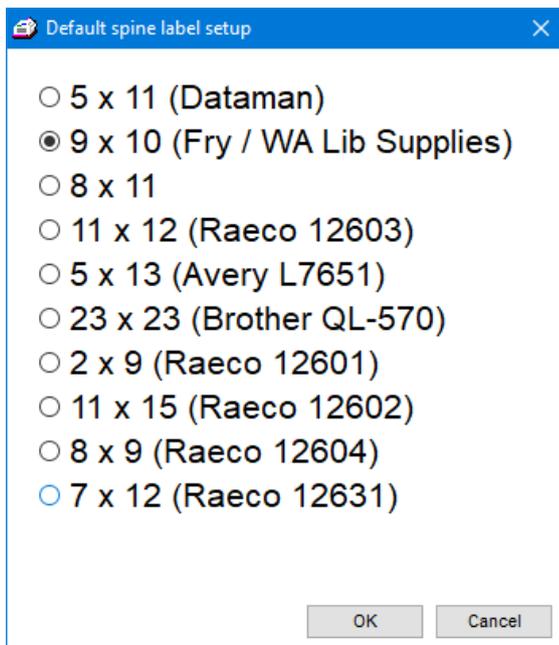
Alternately, values can be entered to configure the system to work with different types of blank labels.

All measurements are in millimetres.

1 – Print Spine Labels from Items

Items can be collected and listed from which spine labels are printed.

Collect items by:

- Scan barcodes or enter item numbers
- Enter a date and click on Collect Items. This collects all items catalogued since the specified date.
- A list of item numbers or barcodes can be imported from a text file
- A list of item numbers or barcodes can be downloaded from a portable barcode scanner

In addition, the list generated can be saved and retrieved as well as exported.

Only items with call numbers are listed. Items without call numbers will not appear.

Options below control the appearance of the call numbers.

The Colour button can be used to print coloured labels. Only one colour of text is allowed.

2 – Manually Type Call Numbers

Here, call numbers can be manually entered, one per line. Each line is normally printed as a separate label but if "Print one whole page per line" is used, then a sheet of identical stickers can be printed using whatever is entered on a line.

3 – Import from MARC records

This allows printing all call numbers in a MARC data file such as downloaded from SCIS.

This function is also available on the Import MARC Records window via a button at the bottom.

On the Fly Spine Labels

Single spine labels can also be printed as needed when cataloguing.

In AddEdit Items, click on Record on the menubar at the top then on Print Spine label.
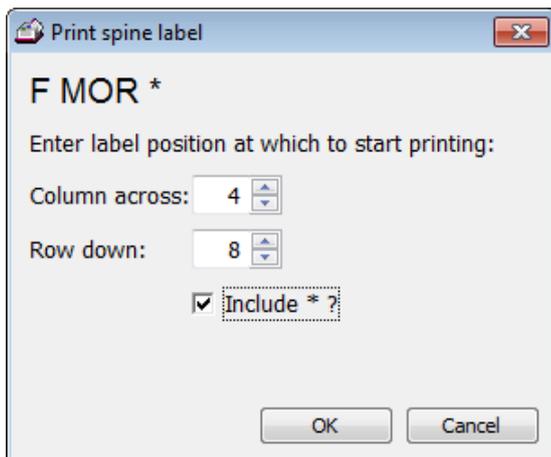
This printout uses the page setup values.

The * refers to the PRC tagging mark, an asterisk.