

## Bookmark Fact Sheet

# Printing Spine labels

June 2023

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.

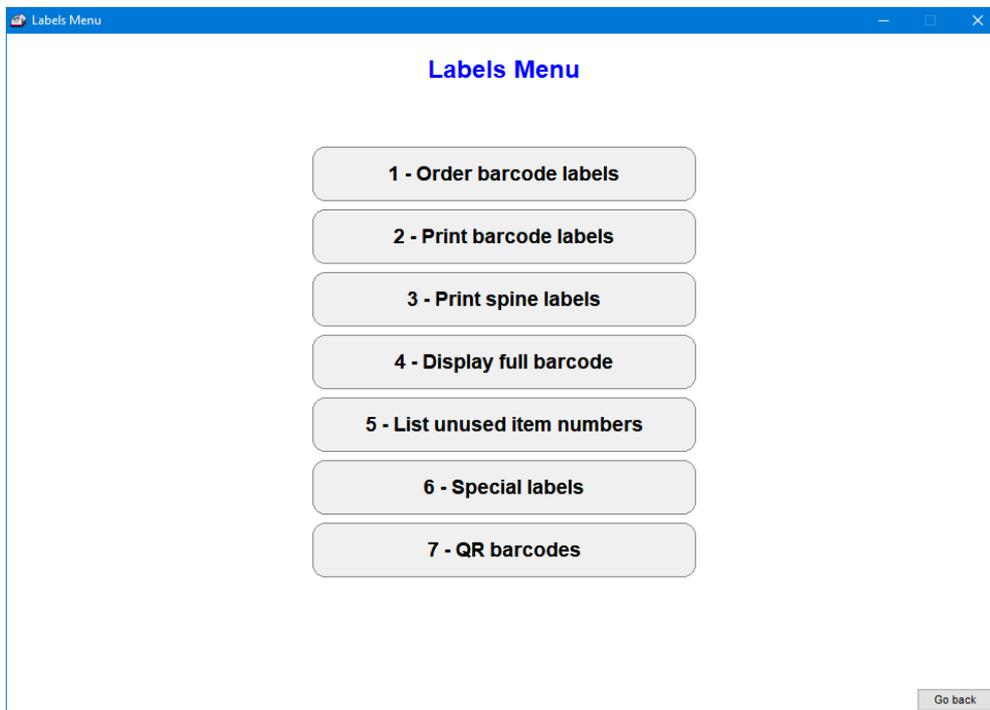
These labels normally appear on or next to the spine of books.

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

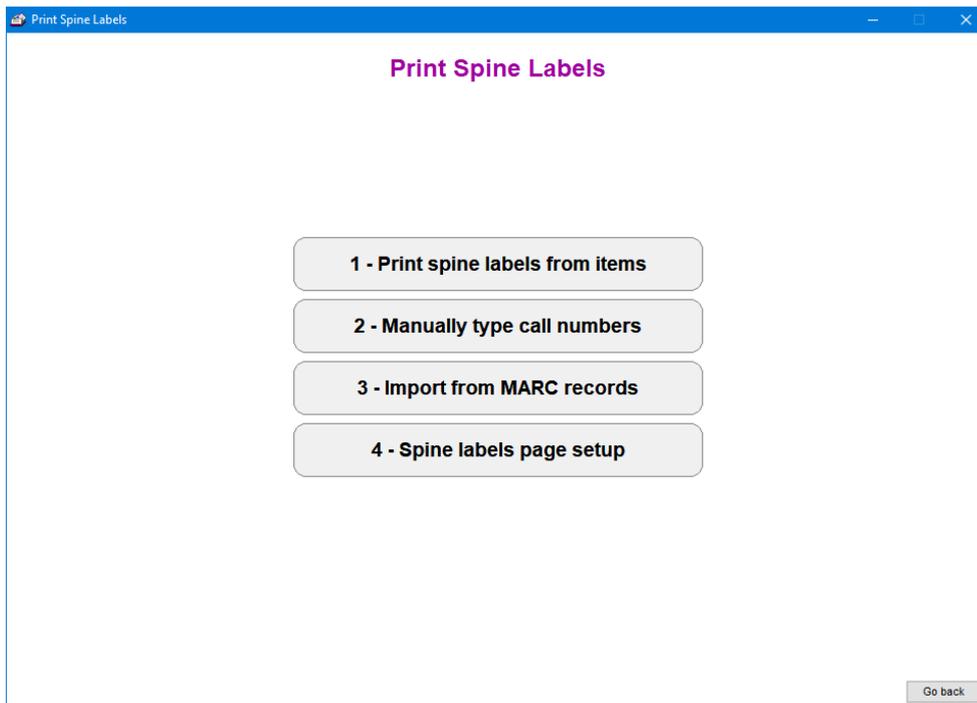
- The special Spine Label printing section
- AddEdit Items
- Importing MARC records

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

Go to Cataloguing then Labels.

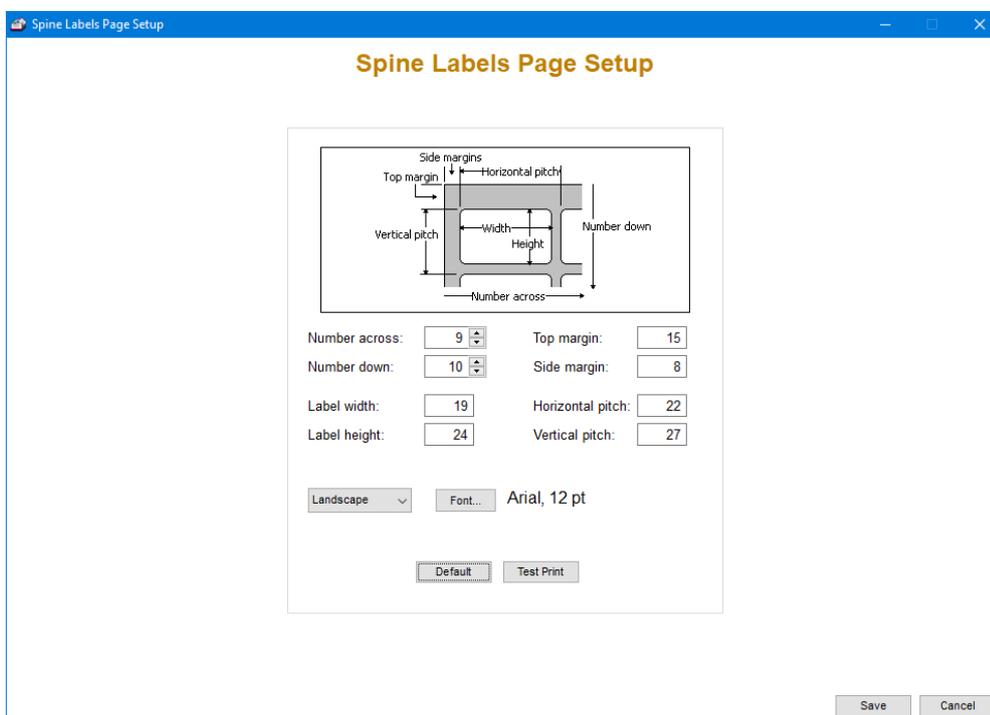


Click on 3 - Print Spine labels.

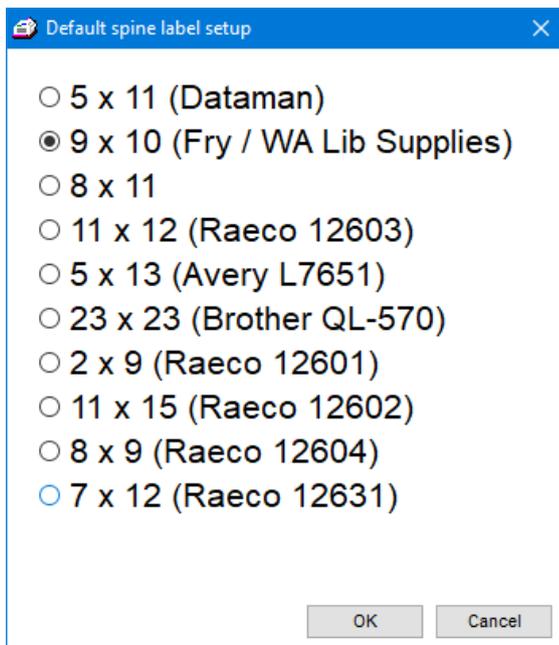


**4 – Spine labels page setup** is used to configure the printout so the labels are printed correctly.

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.



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

Print Spine Labels

Print spine labels based on a list of item numbers or barcodes or accession date.

Details Remove Import Download Export Save Retrieve

Enter date → 06/06/2023 Collect items...

Add item to list →

Number	Title	Call number	Pub.year	PRC

0 items in list

Enter label position at which to start printing: (Across Down -- e.g. 1 1 or 4 2 or 3 8, etc.) 1 1 Max: 10 9

Split call numbers at first blank space  
 Split call numbers at full stops  
 Split call numbers at / character  
 Print item number beneath call number  
 Include box number  
 Include location  
 Include sublocation  
 Include lexile

Left justify instead of Centre  
 Include publishing year if available  
 Include PRC tagging  
 Print \* beneath call number  
 Print 2 copies of each label  
 Print lexile instead of call number  
 Only print 2 digits after the full stop

Colour

Font: Arial Size: 16 Font... Arial, 16 pt

Print Cancel

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

The screenshot shows the 'Print Spine Labels' dialog box. At the top, it says 'Print Spine Labels' and 'Enter call numbers below, one per line.' Below this is a text area containing the text 'F DEH' and '629.178 HOD'. Below the text area are several options for label positioning and printing. The 'Print one whole page per line' option is checked. At the bottom, there are fields for 'Setup' (Default), 'Font' (Arial), and 'Size' (16), along with 'Print' and 'Cancel' buttons.

Print Spine Labels

Enter call numbers below, one per line.

F DEH  
629.178 HOD

Enter label position at which to start printing:  
(Across Down -- e.g. 1 1 or 4 2 or 3 8, etc.) 1 1 Max: 10 9

Split call numbers at first blank space  
 Split call numbers at full stops  
 Split call numbers at / character

Left justify instead of Centre  
 Include PRC tagging  
 Print one whole page per line  
 Print 2 copies of each label  
 Only print 2 digits after the full stop

Colour  
Image

Setup: Default  
Add Remove

Font: Arial Size: 16 Font... Arial, 16 pt

Print Cancel

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.

The screenshot shows the 'Print Spine Labels' dialog box with a list of MARC records. The list has columns for 'Call number' and 'Title'. Below the list are options for label positioning and printing. The 'Print one whole page per line' option is checked. At the bottom, there are 'List', 'Print', and 'Cancel' buttons.

Print Spine Labels

Print spine labels based on a list of item numbers or barcodes or accession date.

Remove

Call number	Title
994 BOS	Community and remembrance anthology
622.3422 REI	The gold adventure
298 BAR	The brothers Barmbarmbult and Mopoke
394.26994 BOS	Commerative days in Australia
305.8994 NIC	Language, life, country
509.2 KRU	Dr Karl : the people's scientist
363.690994 GAL	Australia's built environments
994.50049915 BAR	William Barak : the fight for Coranderrk
994.02 REI	Colonial life in the 1820s
994 SCO	Cities of Australia : Hobart, Perth, Melbourne, Adelaide

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Enter label position at which to start printing:  
(Across Down -- e.g. 1 1 or 4 2 or 3 8, etc.) 1 1 Max: 3 15

Split call numbers at first blank space  
 Split call numbers at full stops  
 Split call numbers at / character

Left justify instead of Centre  
 Print 2 copies of each label  
 Only print 2 digits after the full stop

Colour

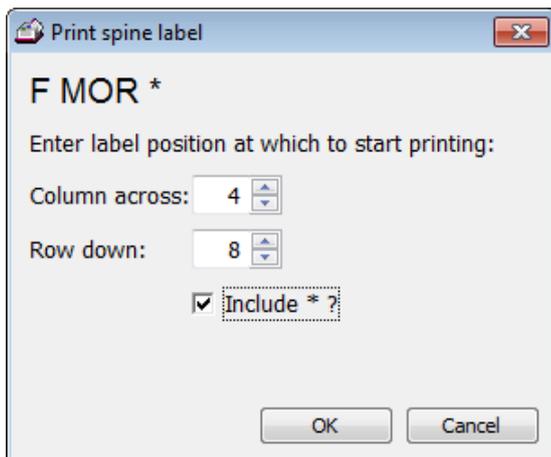
List Print Cancel

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.