SECTION 15.0

Label Setup

Below are screen shots of the Polaris Cataloging label set up provided by Kim Hunter-

(I do these first pages but I need each branch to tell me what they should be)

In branch/SA-

Profiles/Staff Client/Label Configuration – settings tab:

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Content tab (what fields go on the labels):

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Administration Explorer - System	A Profiles		
SelfCheck Material Tu		· · · · · · · · · · · · · · · · · · ·	
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⊕ Guadalupe Library			
F A Library Study Center	Profile	Value	
一 奋 Lompoc Library	Barcodes: Item format definition	Setup	
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Profiles	Default view selected when bibliographic record opened	MARC21	
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A Montecito Library	Ping tool: Use language scoping display	res	
🗐 🍈 Morro Bay Library	Label Manager open using:	Cataloging Options	
A Nipomo Library	Labels: Automatically generate label for each item record crea	Yes	
🗐 🏠 Oceano Library	Labels: Automatically generate label for each 50 and 5UBS ch	Yes	
The Orcutt Library	▲ Labels: Cataloging label type	SLB Continuous feed rolls	
F A Paso Robles City Library	Labels: Cataloging print method	On Demand	1
🗐 🚡 🏠 San Luis Obispo Bookmobile	Labels: Options	Setup	
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🕂 🏠 Santa Barbara Bookmobile	Library documentation - staff client		
🕂 🏠 Santa Barbara Central Library	Online documents location	Information\PolDocIndx.htm	
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Lots of choices (should match selections made above):

<u>Then in actual workstation (you do this part):</u> Open Cataloging/Options and confirm your label setup for your login by selecting your label type and print method (how you normally print (on demand or batch):

Recycle Bin Polaris ILS 3.	.5 File A	aris Shortcut Bar cquisitions Serials	- atskh [Catalogi Cataloging Patre	ng Unit] on Services Circulation A] ① 陳信 【信 】 【信 】	Administration Utilities Window 전 값 값 교육 🏢 같은	Help		
				Label Setup	S Spine Sheets SL4 Sheets SL5 Sheets SL5 Sheets SL6 Sheets SL6 Continuous feed rolls SL4 Continuous feed rolls Certails Continuous feed rolls OK Cancel			
Start		P Polaris Shor	tcut Bar - a 💽	Rem Records - Title Fin	Patron Records - Name	Administration Explorer	🖷 Cataloging Options	0 84

This is for single label (on demand printing)

Recycle Bin					
Polaris ILS 3.5	Polaris Shortcut Bar - atskh [Catalogi File Acquisitions Serials Cataloging Patr	ing Unit] on Services Circulation Administration Utilities Window Help 이 해 같은 같은 했 봐 같은 해 봐?			
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In your item record go to file/label request and do single label or multi label

	liographic Record 83390 : Linked Item Records Item Record 1176086 - Cataloging - Polaris e Edit View Links Tools Help			
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If you prefer the buttons you can use the red label (next to the grayed out x)

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Polaris Label Manager -	SL4 Sheets			
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Polaris Label Manager - File Edit Label Tools	J Help	J FIC The adventures of Tom Sawyer Fuentes, Stephen. J FIC The adventures of Tom Sawyer Fuentes, Stephen.		
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This window automatically opens so you can print a label right away:

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You can confirm your label style by going to label -

<u>For batch printing</u> – you change your print options in Cataloging/options to 'batch' – if you had it set to on demand before you will have to log out and log back in:

Recycle Bin	
Polaris Shortcut Bar - atskh [Cataloging Unit] File Acquisitions Serials Cataloging Patron Services Circulation Administration Utilities Window Help Image: Comparison of the Circulation Administration Polarison of the Circulation Administration Utilities Window Help Image: Comparison of the Circulation Administration Utilities Window Help Image: Comparison of the Circulation Administration Utilities Window Help Polarison of the Circulation Administration Utilities Window Help	
Label Setup Label Type: SL4 Sheets Image: Open Label Manager using this default Print Method: Batch Image: OK Cancel	

You select your labels the same way – In your item record go to file/label request and do single label or multi label

🔍 Item	Records - Title Find Tool:2	0	1	U				
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	Label Request 🔹 🕨	Single Label						
Б	Delete Ctrl+D	Multi-Label	Shelf location:	(None)				
Fi I	Undelete Ctrl+U	rary (BG)	Temp location:	<u> </u>				
1	Properties F8	Fiction (CHFIC)	Circ status:	On Shelf				
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Fik P Bibliogram	hic Record 83390 : Linked Item Records Record 1176086 - Cataloging - Polaris]
3. A: File Edit	View Links Tools Help Units Tools Help Barcode: B1447008505329 Single Label Request Title: The adventures of Tom Sawyer	tus: Final Till item	Non-circulating Display in PAC Bib control: 83390	
ا اتا em Rec	Author: Fuentes, Stephen. Call no.: JFIC Identification Owner: Goleta Library (br) Assigned: Goleta Library (BG)	Parent: Price: Shelf location: (None) Temp location:	Item control: 1176086 Issue control:	
1 8 9	Collection: Children's Fiction (CHFIC) Circulation parameters Material type: Juvenile Fiction Loan period: 3 weeks	Circ status: On Shelf Call number Scheme: Dewey Decimal Prefix: 3 Class:	Request Loanable outside system Holdable Imit to	
1 For 2 Tom 5 Tom 5 Adve Adve	Renewal limit: 3 Stat code: (None) Name of piece: 1	Cutter: FIC Suffix: Vol: Copy:	Limic to: Pickup at this branch Patrons from this library and branches Patrons from this branch only Preferred borrowers	
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If you prefer the buttons you can use the red label (next to the grayed out x)

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FIC	J FIC The adventures of Tom Sawyer Fuentes, Stephen.	FICTIO N	FICTION Gone with the wind. Mitchell, Margaret, 1900- 1949.
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	FIC Gone with the wind. Mitchell, Margaret, 1900- 1949.		COMEDY The associate [videorecording (VHS)] Associate (Motion

But the label printer won't automatically generate the labels – now you have to go to Utilities/label manager and you will see all your labels in one list:

This pertains to both styles on demand and batch:

To print go to the print icon in the upper left and select your printer and press print



Label Type Printer Name Spire Sheets HP Lasceld 4050 Series PCL5 (redrected 9) SL4 Sheets HP Lasceld 4050 Series PCL5 (redrected 9) Seriel Sheets HP Lasceld 4050 Series PCL5 (redrected 9) Seriel Sheets HP Lasceld 4050 Series PCL5 (redrected 9) Seriel Sheets HP Lasceld 4050 Series PCL5 (redrected 9) Seriel Sheets HP Lasceld 4050 Series PCL5 (redrected 9) Spire Continuous feed rolls HP Lasceld 4050 Series PCL5 (redrected 9) Site Continuous feed rolls HP Lasceld 4050 Series PCL5 (redrected 9) State Continuous feed rolls HP Lasceld 4050 Series PCL5 (redrected 9) Site Continuous feed rolls HP Lasceld 4050 Series PCL5 (redrected 9) Save Close Help				
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	Leiber.	tion		

You can go into Tools and set default printers for each type of labels:

If you need to change margins you would go into tools/label settings - click on the label
type you want to customize (first write down the original settings)

Judge Label Configuration	1C					
Settings Content						
Label Type	Enabled	Page Size	Label #1 Size & Content	Label #1 Font	Label #2 Size & Content	Label #2 Font
Spine Sheets		Width=850;Height=1	Width=150;Height=1	Name=Andale Mono;	N/A	N/A
SL4 Sheets		Width=850;Height=1	Width=80;Height=16	Name=Andale Mono;	Width=280;Height=8	Name=Andale Mono
SL6 Sheets		Width=850;Height=1	Width=80;Height=16	Name=Andale Mono;	Width=290;Height=1	Name=Andale Mono
SLB Sheets		Width=850;Height=1	Width=90;Height=16	Name=Andale Mono;	Width=290;Height=1	Name=Andale Mono
Serial Sheets		Width=850;Height=1	Width=400;Height=1	Name=Andale Mono;	N/A	N/A
Spine Continuous fe		Width=263;Height=1	Width=125;Height=9	Name=Andale Mono;	N/A	N/A
SL4 Continuous feed		Width=500;Height=2	Width=90;Height=16	Name=Andale Mono;	Width=290;Height=8	Name=Andale Mono
SL6 Continuous feed		Width=575;Height=3	Width=90;Height=15	Name=Andale Mono;	Width=290;Height=1	Name=Andale Mono
SLB Continuous feed		Width=475;Height=2	Width=90;Height=16	Name=Andale Mono;	Width=290;Height=1	Name=Andale Mono
Serials Continuous fe		Width=425;Height=1	Width=350;Height=9	Name=Andale Mono;	N/A	N/A
Computype 1 x 1.5 1		Width=850;Height=1	Width=100;Height=1	Name=Times New R	N/A	N/A
Computype 1.125 x 1		Width=850;Height=1	Width=112;Height=1	Name=Times New R	N/A	N/A
Computype 2 part label		Width=850;Height=1	Width=87;Height=13	Name=Times New R	Width=287;Height=1	Name=Times New R
Computype 3 part label		Width=850;Height=1	Width=90;Height=15	Name=Times New R	Width=290;Height=8	Name=Times New R
					Save(Close Help

Right click on the box you want to customize – click open – once you change and hit OK the setting will be changed so MAKE SURE YOU WRITE DOWN THE ORIGINAL SETTINGS

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Settings Content		_	_	_	_	_	_	_
Label Type	Enablı	Page Size			Label #1 Size & Content	Label #1 Font	Label #2 Size & Content	Label #2 Font
Spine Sheets	•	Width=850;Height=11	00;TopMargin=42;Le	eftMargin=27;TextA	Width=150;Hei	Name=Andale	N/A	N/A
SL4 Sheets	◄	Width=850;Height=1	🗐 Pago Dotaile			Name=Andale	Width=280;Hei	Name=Andale .
SL6 Sheets	•	Width=850;Height=1	Page Details			Name=Andale	Width=290;Hei	Name=Andale .
SLB Sheets	V	Width=850;Height=1				Name=Andale	Width=290;Hei	Name=Andale .
Serial Sheets	•	Width=850;Height=1	Width:		850	Name=Andale	N/A	N/A
Spine Continuous fe	~	Width=263;Height=1	Height		1100	Name=Andale	N/A	N/A
SL4 Continuous feed	~	Width=500;Height=2	Top Margin:		42	Name=Andale	Width=290;Hei	Name=Andale .
SL6 Continuous feed	~	Width=575;Height=3	Left Margin:	,	19	Name=Andale	Width=290;Hei	Name=Andale .
SLB Continuous feed	~	Width=475;Height=2	Eart Malgin.		+5	Name=Andale	Width=290;Hei	Name=Andale .
Serials Continuous fe	~	Width=425;Height=1	Text Alignment:	Lett	<u> </u>	Name=Andale	N/A	N/A
Computype 1 x 1.5 1		Width=850;Height=1				Name=Times	N/A	N/A
Computype 1.125 x 1		Width=850;Height=1				Name=Times	N/A	N/A
Computype 2 part label		Width=850;Height=1	0K	Cancel	Help	Name=Times	Width=287;Hei	Name=Times
Computype 3 part label		Width=850;Height=11	UU;TopMargin=25;Le	ettMargin=25;TextA	Width=90;Heig	Name=Times	Width=290;Hei	Name=Times
	1	-	-	-	-	-	-	-

These new label settings will only be available within your login. If you have trouble accessing these settings – you may need your technical person to do it for you as they have the permissions.