

## Spine Label & Barcode Ordering Guide

Many media centers prefer to print their own spine labels for media materials from the Spectrum System. Please see attached Spectrum Spine Label Procedures.

For your convenience, we are now able to provide the spine labels needed for Financial Management System (FMS) media orders. However, Media Processing will print the labels by request only! If you would like us to print the spine labels to match your FMS library materials order, please email [Jeffrey S. Hawkins](mailto:Jeffrey.S.Hawkins) AS SOON AS POSSIBLE! Remember, we will only print spine labels for those that email a request to Mr. Hawkins.

### Product Ordering Information

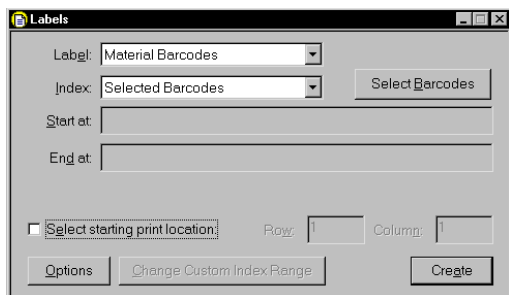
#### Blank Spine Labels (Spectrum compatible)

Order From: Financial Management System (FMS)  
FMS Location: Main General Store  
Search Term: %1421768%  
Unit of Measure: Package (30 labels/page, 100 sheets/package)  
Price: \$31.99

#### Laser Barcode Blank Labels (Spectrum compatible)

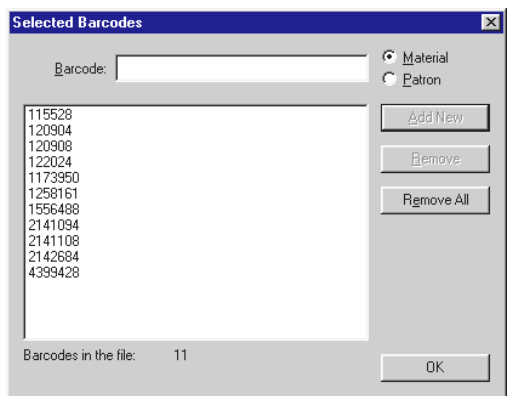
Order From: Financial Management System (FMS)  
FMS Location: Main General Store  
Search Term: %Laser Barcode Blank Labels%  
Unit of Measure: Package (33 labels/page, 100 sheets/package)  
Price: \$19.95

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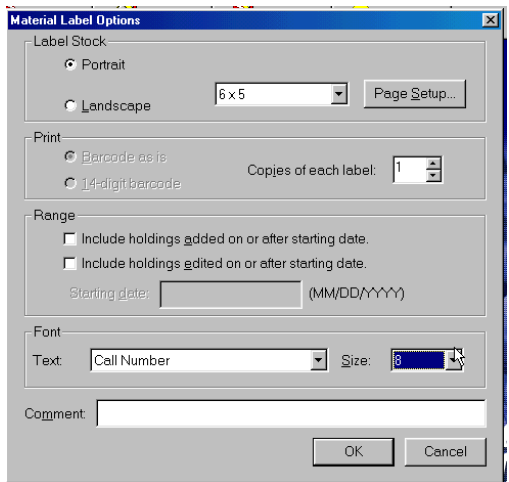
The 'Labels' window shows the following fields and buttons:

- Label: Material Barcodes
- Index: Selected Barcodes
- Start at: [ ]
- End at: [ ]
- Select starting print location: [ ]
- Row: 1
- Column: 1
- Buttons: Options, Change Custom Index Range, Create



The 'Selected Barcodes' window shows:

- Barcode: [ ]
- Material (selected) / Patron
- List of barcodes: 115528, 120904, 120908, 122024, 1173950, 1258161, 1556488, 2141094, 2141108, 2142684, 4399428
- Buttons: Add New, Remove, Remove All
- Barcodes in the file: 11
- OK button

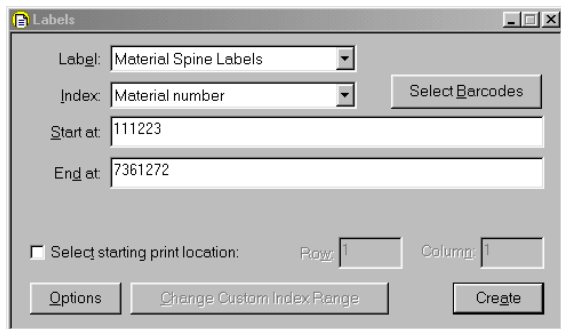


The 'Material Label Options' window shows:

- Label Stock: Portrait (selected) / Landscape
- 6 x 5 (selected) / Page Setup...
- Print: Barcode as is (selected) / 14-digit barcode
- Copies of each label: 1
- Range:
  - Include holdings added on or after starting date. [ ]
  - Include holdings edited on or after starting date. [ ]
  - Starting date: [ ] (MM/DD/YYYY)
- Font: Text: Call Number / Size: 8
- Comment: [ ]
- Buttons: OK, Cancel

- 1) From the Reports button select:  
**Labels > Material Spine Labels.**
- 2) Set the **Index** to **Selected Barcodes.**
- 3) In the Labels window, click on the **Select Barcodes** button.
- 4) The Selected Barcodes window opens.
  - a) If there is data in the edit field (large box showing any Barcodes in the file), you can click **Add New** to add the barcode to the current list.
  - b) If you want to remove an item from the list, select it and click **Remove.**
  - c) If you want to remove all items from the list, select an item in the list and click **Remove All.**
  - d) Enter all barcode numbers in the Barcode box.
  - e) Click **OK** to return to the Labels window.
- 5) Click **Options** to set your label options.
  - a) Select **Portrait** or **Landscape.**
  - b) Number of copies. Normally only 1 is required. If you select 5 copies it will make 5 spine labels for each material in the selected list. Also, the number of copies stays until you reset it. It is best to return this to 1 after printing multiple copies.
  - c) Select Font size. (9 is good.)
  - d) Click on OK.
- 6) If you are reusing barcode sheets, click **Select the Starting Location** and indicate the next available label. Do not reuse one sheet more than three times.
- 7) Click **Create** to see the print preview in Spectrum.
- 8) Click the **Print** button in the top left side of the screen.

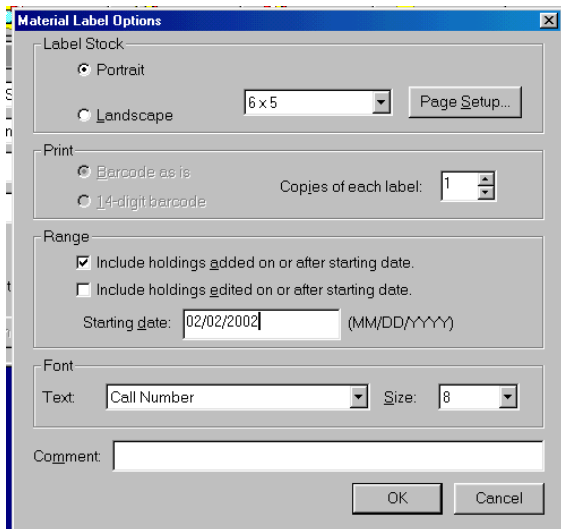
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The 'Labels' dialog box contains the following fields and options:

- Label: Material Spine Labels
- Index: Material number (with a 'Select Barcodes' button)
- Start at: 111223
- End at: 7361272
- Options:  Select starting print location: Row: 1 Column: 1
- Buttons: Options, Change Custom Index Range, Create

To print spine labels for the new books you added on a specific date or since a specific date:



The 'Material Label Options' dialog box contains the following fields and options:

- Label Stock:  Portrait,  Landscape (6 x 5), Page Setup...
- Print:  Barcode as is,  14-digit barcode, Copies of each label: 1
- Range:  Include holdings added on or after starting date,  Include holdings edited on or after starting date, Starting date: 02/02/2002 (MM/DD/YYYY)
- Font: Text: Call Number, Size: 8
- Comment: (empty field)
- Buttons: OK, Cancel

- 1) From the Reports button select **Labels > Material Spine Labels**
- 2) Leave the Index set to Material number or Title.
- 3) Click on **Options**.
- 4) You can select **Landscape** for long call numbers or thin spines.
- 5) Set **Print** option. Normally you only want one copy of each label.
- 6) Set **Range** to Include holdings added on or after a starting date.
- 7) Enter the **Date**.
- 8) Enter the **Font Size** you prefer. Non-Fiction materials usually do best with 8.
- 9) Click **OK**
- 10) Select the starting location and indicate the next available label.
- 11) Click on **Create** to view the preview in Spectrum.
- 12) Click the **Print** button to print.

It is recommended that you print material barcodes of this same list (on paper not real barcodes). You will then have a way of matching which spine label matches the material.