



Printing Spine Labels from MassCat

To print spine labels from MassCat, do the following:

Login to MassCat using your username and password:

Username:

Password:

Login »

Click on the "Tools" link from the column on the right:

Home

News

Information for Filling Holds and ILL Requests

If you need information on whether or not a library is on the delivery system and how to address the delivery slip or if you need to contact another MassCat library regarding a request, use the following link to find a list of library names, contact names, email addresses, delivery system status and mailing addresses: <http://www.masscat.org/links/illinfo.htm>

Remember, not all MassCat members are on the statewide delivery system so please do not assume that an item you need to send to another library should be sent using delivery.

To determine whether another library is on the

- Circulation
- Patrons
- Advanced search
- Lists
- Cataloging
- Serials
- Acquisitions
- Reports
- Tools**
- About Koha

If you are already logged in to the system, click on the "Menu" link toward the top left corner of any screen and select "Tools" from the list:

Circulation Patrons Search More ▾

News

Welcome to Koha

Welcome to Koha. Koha is a full-fee open-source ILS. Developed initially in Zealand by Katipo Communications and deployed in January of 2000 for the University of Toronto Library Trust, Koha is currently maintained by a team of software providers and library staff from around the globe.

Posted on 10/29/2007 [Edit](#) [Delete](#) [New](#)

- Lists
- Cataloging
- Acquisitions
- Authorities
- Serials
- Reports
- Tools**
- Administration
- About Koha

You will be taken to a new screen. Click on the "Label Creator" link:

Home > Tools

Patrons and circulation Comments Moderate patron comments. Patron card creator Create printable patron cards Patrons (anonymize, bulk-delete) Delete old borrowers and anonymize circulation history (deletes borrower reading history) Upload patron images Upload patron images in batch or one at a time	Catalog Batch item deletion Delete a batch of items Batch item modification Modify items in a batch Export bibliographic and holdings Export bibliographic and holdings data Inventory/stocktaking Perform inventory (stocktaking) of your catalog Label creator Create printable labels and barcodes from catalog data Quick spine label creator Enter a barcode to generate a printable spine label. For use with dedicated label printers	Additional tools Calendar Define days when the library is closed Task scheduler Schedule tasks to run
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To create labels, click the "Batches" button and then choose "New Batch":

Layouts ▾ Templates ▾ Profiles ▾ **Batches ▾**

Welcome to Koha's Label Creator

The Label Creator allow you to use layouts and templates which you desire a nearly unlimited variety of labels including barcodes. Here are some of the f

Manage Batches
New Batch

A new window will open up.

If you use barcode labels on your items start here, (if you do not use barcode labels on your items, go to page 4)

Scan the barcode labels of the items you want to create spine labels for. When you are finished scanning, click the "Add Items" button:

Add Item(s) ←

Current Branch: Main Library

Add by Barcode(s): 34075000001414
One barcode per line. 34075000001422
Leave empty to add via item search. 34075000000309

There are no items in Batch 706 yet
Add items by barcode using the text area above or leave empty to add via item search.

A new window will open. At this point you may add more items to the label batch by scanning barcode labels into the "Add by Barcodes" box and then clicking the "Add Item(s)" button above it.

If you need to remove items from your batch, check the box next to the item you wish to remove and then click the "Remove Item(s)" button.

If you want to print your label batch, click the "Export Batch" button.



Current Branch: Main Library

Add by Barcode(s):
One barcode per line.
Leave empty to add via item search.

Items in batch number 706

Label Number	Summary	Item Type	Barcode	Select
1	Teach yourself visually networking Whitehead, Paul		34075000001422	<input type="checkbox"/>
2	Wikipedia Broughton, John.	AUDIO	34075000000309	<input type="checkbox"/>

A new window will open:

1 batch(es) to export.

Select a template to be applied: Avery 5160 | 1 x 2-5/8 ↘

Select a layout to be applied: 1 ↘

Enter starting label number: 1 ↘

Export Cancel

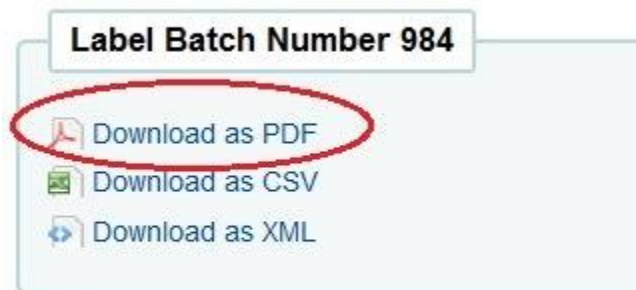
Choose the template you use for spine labels from the list for "Select a template to be applied" by clicking on the arrow to the right and choosing the name of your template. Choose the layout you use for spine labels from the list for "Select a layout to be applied" by clicking on the arrow to the right and choosing the name of your layout.

If you want to start your printing on a label other than the first label on the sheet, enter the number of the label that you would like to start your printing on in the "Enter starting label number" box. If you want to start your printing at the top of your label sheet, leave the number 1 in the box.

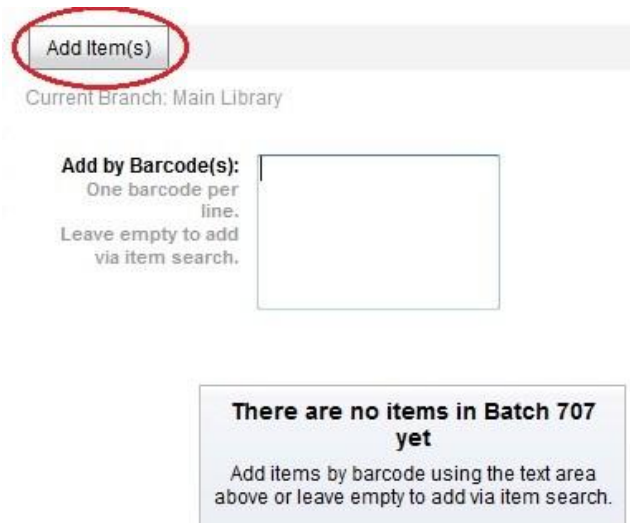
Click the "Export" button.

A new window will appear. You have 3 format choices. The first format choice is PDF, this will be the easiest format to use. The second format is CSV (a spreadsheet format), and the third format is xml. Choose the first format, PDF, for printing:

Click on the following links to dow



If you do not use barcode labels on your items, simply click the "Add Items" button without entering any barcodes in the box. This will take you to a search screen so you can search for the items you wish to print labels for:



You will be taken to a search window. You can search for your items in a variety of ways. The default search is for title. This will be the easiest search to perform. If you want to

search by something else, click the arrow to the right of the word "Title" and choose the search index you wish to use. Enter the search term in the box and click the "Search" button:

Search for items to add to Batch 707

Title

Added on or after date
(MM/DD/YYYY)

Added on or before date
(MM/DD/YYYY)

CAUTION: Searching by Dates items were added on does not work well! The results you get are for all items added by all libraries in MassCat for the date range you enter, it is not limited to just your library. The result set you get from that search will be larger than what you are looking for.

On the search results page, click the "Add" link for the item(s) you wish to add to your batch. If adding multiple items from this search results page, you can also check the items and then click on the "Add checked" button:

Search results

Results through of 2

[Select All](#) [Clear All](#)

The Red Rose Crew :

by Boyne, Daniel J. [AUDIO], Lyons Press, Guilford, CT : 2005, 206 p. :, ISBN: 15922875

Add Item	Call Number	Accession Date	Barcode	Select
Add	797.1 BOY	2009-11-19	3744100T 43225	<input type="checkbox"/>
Add	797.1 BOY c.2	2010-05-10	37860000145254	<input type="checkbox"/>
Add	797.1 BOY c. 3	2010-05-10	37860000145262	<input type="checkbox"/>
Add	797.1 BOY c.1	2008-10-27	37860000113617	<input type="checkbox"/>
<input type="button" value="Add"/>	test for Nora	2010-03-08	3000M000001117	<input checked="" type="checkbox"/>
Add	797.1 BOY c. 4	2010-05-10	37860000145270	<input type="checkbox"/>

Your item will be added to a new batch which will appear on the larger browser window. To add more items to your batch, click the "Done" button on your small search window and then click the "Add Item(s)" button on the window of your new label batch:



Current Branch: Main Library

Add by Barcode(s):
One barcode per line.
Leave empty to add via item search.

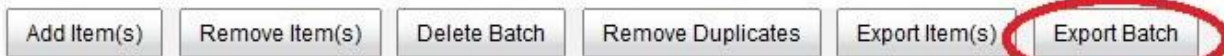
Items in batch number 707

Label Number	Summary	Item Type	Barcode	Select
1	The Red Rose Crew Boyne, Daniel J.	AUDIO	3000M000001117	<input type="checkbox"/>

Repeat this step until you have added all of your items to the batch.

If you need to remove items from your batch, check the box next to the item you wish to remove and then click the "Remove Item(s)" button.

If you want to print your label batch, click the "Export Batch" button.



Current Branch: Main Library

Add by Barcode(s):
One barcode per line.
Leave empty to add via item search.

Items in batch number 706

Label Number	Summary	Item Type	Barcode	Select
1	Teach yourself visually networking Whitehead, Paul		34075000001422	<input type="checkbox"/>
2	Wikipedia Broughton, John.	AUDIO	34075000000309	<input type="checkbox"/>

A new window will open:

1 batch(es) to export.

Select a template to be applied: Avery 5160 | 1 x 2-5/8

Select a layout to be applied: 1

Enter starting label number: 1

Export Cancel

Choose the template you use for spine labels from the list for "Select a template to be applied" by clicking on the arrow to the right and choosing the name of your template.

Choose the layout you use for spine labels from the list for "Select a layout to be applied" by clicking on the arrow to the right and choosing the name of your layout.

If you want to start your printing on a label other than the first label on the sheet, enter the number of the label that you would like to start your printing on in the "Enter starting label number" box. If you want to start your printing at the top of your label sheet, leave the number 1 in the box.

Click the "Export" button.

A new window will appear. You have 3 format choices. The first format choice is PDF, this will be the easiest format to use. The second format is CSV (a spreadsheet format), and the third format is xml. Choose the first format, PDF, for printing:

Click on the following links to dow

Label Batch Number 984

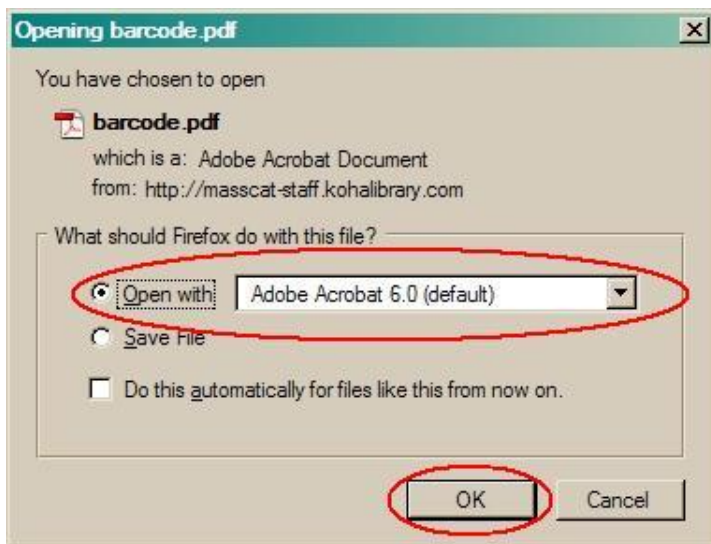
[Download as PDF](#)

[Download as CSV](#)

[Download as XML](#)

Done

Click the "Open With" button to open the PDF file in your PDF reader:



Print the labels from your PDF file.

Once you are done printing the labels, you can click the "Delete batch" button to remove this batch from the system, however this is not required.