Barcode Labels

Go to Reports-Library Reports->Barcode Labels
Choose Unused

For the Number of Barcodes, choose in increments of 30 since there are 30 to a page. I would recommend 90 to 300 to start.

Starting Barcode
Find your starting barcode by going to Back Office->Site Configuration->Circulation

Scroll down to Preferred Barcode Symbologies and copy the number that is next.

Note: Make certain your library is setup with Code 39 mod 43, has the 4-letter fixed characters, and is 14 digits in length. Please email LEllis3@schools.nyc.gov with any questions about this.
Your report setup should look like this before clicking Run Report. Make certain to use Avery 5160 labels and adjust Adobe as needed.

Labels for each barcode 1

*Number of Barcodes 300

*Starting Barcode 3UPDU01601112F [Code 39 mod 43, 14 characters total]

Include ☑ Site Name ☑ on each label

Use label stock Avery white address labels (style 5160) ☑

Start on label 1

Printer offset Horizontal: 0 Vertical: 0

Export to Excel®

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.

For assistance configuring Adobe Reader or the printer offsets, see Troubleshooting

Run Report