

Label and Barcode Printing

1. **Navigate to Cataloging Module:** Find and click "Cataloging".
2. **Create Label Batch:** Look for "Create Label Batch".
3. **Enter Barcodes:** Input or scan item barcodes.
4. **Choose Label Format:** Select label template.
5. **Customize Options:** Adjust printing settings.
6. **Preview Labels:** Check the preview.
7. **Print Labels:** Send to printer.
8. **Review:** Verify printed labels.
9. **Distribute:** Attach labels to items.

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- [Spine Label Layout 1.5x1](#)
- [Example of spine label and barcode](#)

Barcode Layout 1.5x1

Example layout for spine label printing from Koha label printing:

Layout Name: Barcode Layout 1.5x1

Barcode Type (Encoding): Code 39

Layout Type: Bibliographic data precedes barcode

Bibliographic Data to Print:

- Barcode
- Item Call Number
- Branch Notes

Order of Text Fields to Print: Barcode, Item Call Number, Branch Notes

Draw Guide Boxes: Enabled

Split Call Numbers: Not specified

Text Justification: Centered

Font: Helvetica-Bold

Font Size: 10

Oblique Title: Tick

This layout configuration will generate barcode labels with bibliographic data preceding the barcode, including the barcode itself, the item call number, and any branch notes. The labels will be centered, using Helvetica-Bold font with a size of 10. Guide boxes will be drawn to assist with label alignment.

Spine Label Layout 1.5x1

Example layout for spine label printing from Koha label printing:

Layout Name: Spine Layout 1.5x1

Barcode Type (Encoding): Code 39

Layout Type: Only the bibliographic data is printed

Bibliographic Data to Print:

- Item Call Number
- Enumchron
- Branch Notes
- Barcode

Order of Text Fields to Print: Item Call Number, Enumchron, Branch Notes, Barcode

Draw Guide Boxes: Enabled

Split Call Numbers: Not specified

Text Justification: Left

Font: Helvetica-Bold

Font Size: 12

Oblique Title: tick

This layout configuration will generate spine labels with only the bibliographic data printed, including the item call number, enumchron, branch notes, and barcode. The text will be left-justified, using Helvetica-Bold font with a size of 12. Guide boxes will be drawn to assist with label alignment.

Example of spine label and barcode

**028795
362.1782
P5361
IUB Library**



**362.1782
P5361
2016
IUB Library
028796**