

## Polaris Label Manager and Spine Label Printing

Here are some questions and answers about how to print a spine label in Polaris. Please note that the examples and screenshots provided are for labels being printed off of a laser jet printer; if you are using a different kind of printer there may be some differences in what you see, but the basic steps should be the same.

**Important Note:** It has been recommended that when printing label sheets it is best to print a single sheet at a time, rather than multiple sheets. This tends to give a better print result. Also, the IT staff are advising that the libraries not re-use partial labels sheets, as this can potentially cause printer issues.

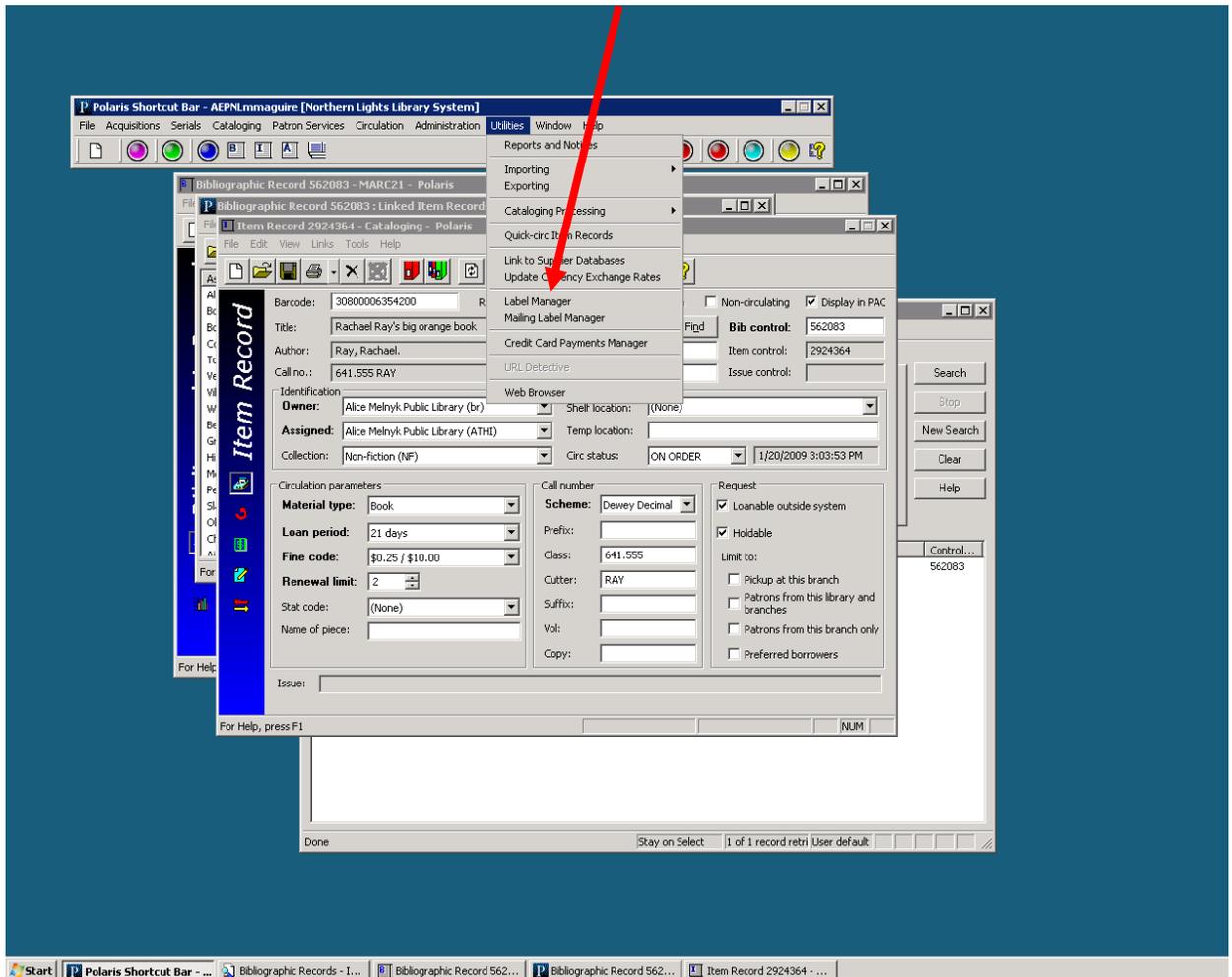
- 1. How do I produce a spine label when I am adding a new holding (Create Item Record)?** When you create a new holding on the system through the Create Item Record procedure, Polaris automatically sends a spine label off to Label Manager (**Important note:** The label is produced when you save the new Item Record, so make sure all the Call Number fields in the Item Record are correct **before** you save).
- 2. How do I produce a new spine label for an Item Record that is already on Polaris?**

If you need to generate a replacement label for some reason on an existing item, all you have to do is go into the Item Record and hit the **Single Spine Label Request** button (which looks like a little red book) at the top of the record, as shown here:

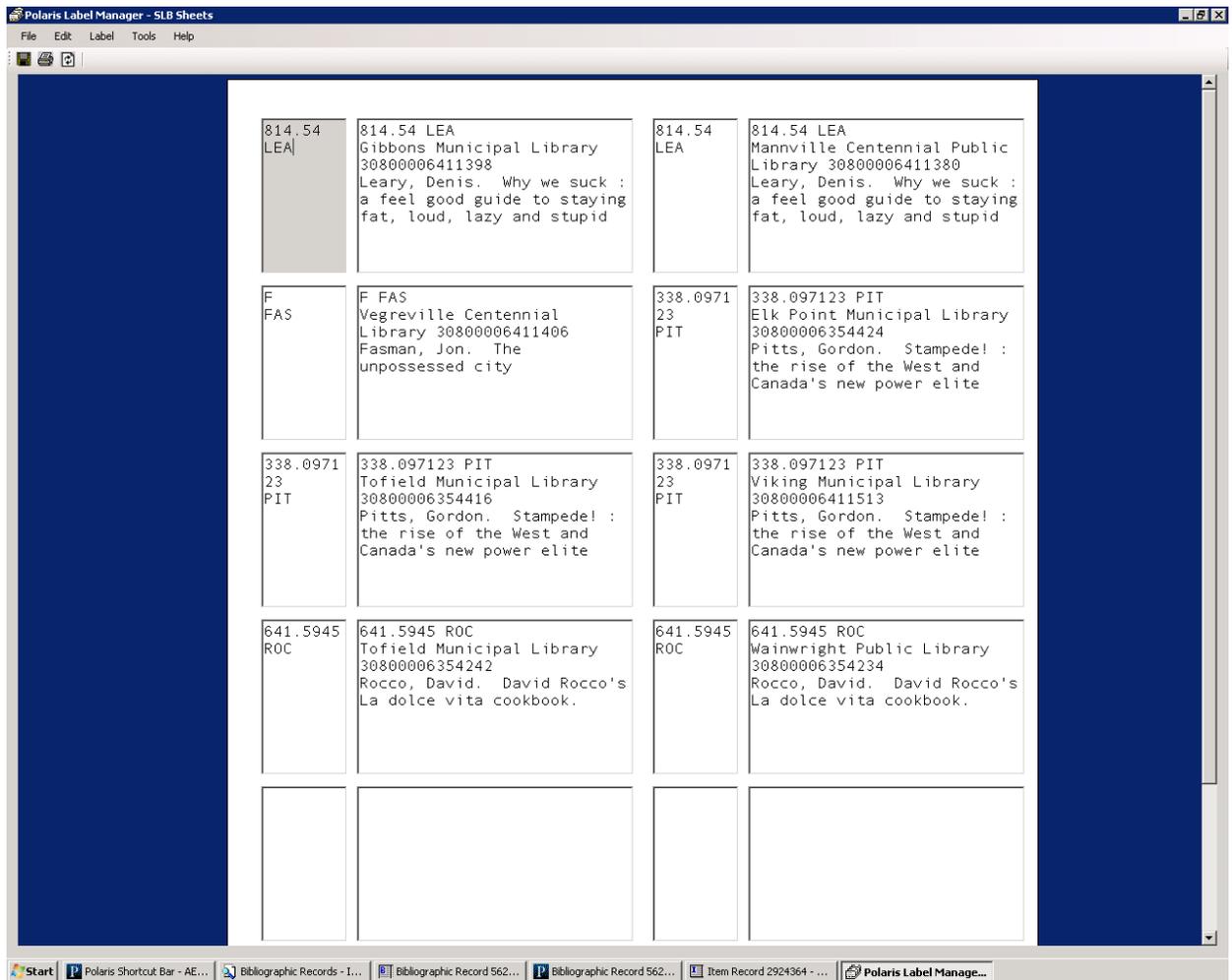
The screenshot shows the 'Item Record 2924364 - Cataloging - Polaris' window. A red arrow points to a red book icon in the top toolbar, which is the 'Single Spine Label Request' button. The main form contains the following data:

Barcode:	30800006354200	Record status:	Final	<input type="checkbox"/> ILL item	<input type="checkbox"/> Non-circulating	<input checked="" type="checkbox"/> Display in PAC		
Title:	Rachael Ray's big orange book					Find	Bib control:	562083
Author:	Ray, Rachael.	Parent:		Item control:	2924364			
Call no.:	641.555 RAY	Price:	\$27.95	Issue control:				
<b>Identification</b>								
Owner:	Alice Melnyk Public Library (br)	Shelf location:	(None)					
Assigned:	Alice Melnyk Public Library (ATHI)	Temp location:						
Collection:	Non-fiction (NF)	Circ status:	ON ORDER	1/20/2009 3:03:53 PM				
<b>Circulation parameters</b>								
Material type:	Book	Scheme:	Dewey Decimal	<b>Request</b>				
Loan period:	21 days	Prefix:		<input checked="" type="checkbox"/> Loanable outside system				
Fine code:	\$0.25 / \$10.00	Class:	641.555	<input checked="" type="checkbox"/> Holdable				
Renewal limit:	2	Cutter:	RAY	Limit to:				
Stat code:	(None)	Suffix:		<input type="checkbox"/> Pickup at this branch				
Name of piece:		Vol:		<input type="checkbox"/> Patrons from this library and branches				
Issue:		Copy:		<input type="checkbox"/> Patrons from this branch only				
				<input type="checkbox"/> Preferred borrowers				

3. I've sent my labels off to Label Manager, now how do I print them?  
Once you are ready to print your spine labels, go to the **Utilities** drop down on your Polaris Shortcut Bar and select **Label Manager**.



This will open the Label Manager screen, where you will see all of the labels you have created. From here, you can make any adjustments you want before printing. For example, if you want to move some of the label elements down to a separate line, simply place the cursor in front of the spot where you want to create the new line and hit Enter.



4. **Wait a minute! Which way do I put the label sheet into the printer so that it comes out properly?** You will want to make sure the sheet goes in the right way so that everything prints properly. This will vary from printer to printer, but a good way to find out is to make a mark on a blank sheet of paper to indicate the front top left corner and print something. If you are using an HP LaserJet 1320n printer like the ones we have at Northern Lights, place the label sheet in label-side down with the spine labels on the left.
5. **Oops! I have a label on my sheet that I don't really want to print, how do I get rid of it?** If you have an undesired label on the sheet, simply place your cursor in the spine label for that item and right mouse-click. From the list of options that will display, select **Delete**. This will remove the label from the page and automatically move the remaining labels up into the proper places on the page.