Cataloging:Print Labels

Last updated: June 2016

Revision History

Date	Section title	Description of changes
January 2008	No revisions	
June 2016	Title 1 Print labels 4 Print accessions lists	Changed title to Cataloging: Print Labels Removed all references to accessions lists Removed section

Table of Contents

1 Print labels

About printing labels

- See a list of options in the table below. See also procedures and more details in Basics, Set Options and Customize, "Customize printing and display of records, lists, and labels."

- The Connexion client automatically creates labels for a displayed bibliographic record retrieved from WorldCat or from the online or local bibliographic save file **if the record has a call number**.

- The client extracts appropriate data from the displayed record and places it in the label. To prepare the label, you can:
  —Edit the record to prepare the correct data for the label.

  And/or
  —Display and edit the label: With the record open, click **View > Label** or , or press <F10>.

- To print:
  —Print labels for a single record from the label display (**View > Label**).
  —Print labels without displaying them first for one record or for records selected in a list (**File > Print Label(s)**).
  —Set an option in **Tools > Options > Batch** to mark local file records for batch processing.

- **Classification scheme.** When you are online, the client determines the classification scheme for a label by the authorization you use to log on to the system. To work with labels offline, you must supply a classification scheme in **Tools > Options > General tab** under **Offline Cataloging**.

- To save the text of a label, print to a text file (set the option **Output to text file** for labels in **Tools > Options > Printing**).
  Or
  Edit the record as necessary to produce the label content you want and save the record.

  Note: If you have a Cutter number in field 092 ‡b but ‡a is blank, the client adds the call number to 092 ‡a from field 082.

- When you work in local files, the client uses settings for label printing from **Tools > Options > Printing**, whether you are logged on or offline.

Label printing setup and options

The following table summarizes label setup and options and where to go in the client to check, enter, or select them:

Options or settings	Where to check, enter, or select

Font options:
• Label printer
  Default: default printer specified for Windows
• Font type
  Default: Arial Unicode MS if installed on your workstation; if not, your default font in Windows
• Font size
  Default: 12 pt.
• Regular or boldface (default: regular)
  Default: regular
  Note: OCLC recommends selecting the **ALA BT Courier** font as the default for printing labels. The font is supplied when you install the client. It includes the ALA character set for displaying and printing diacritics and special characters.
	Tools > Options > Fonts

Select a label printer	Tools > Options > Printing

Printing options:
• Format
  Default: SL4
  For more information on formats, see "Label formats."
• Print offsets
  Default: 0.0 for top and left
• Type of label stock
  Default: continuous
• Enter a tag for pocket labels
• Prompt to start printing at a specific column and row (available for sheet stock only)
• Print to a text file
  Default: option cleared; labels print to your printer
• Define automatic stamps
• Print a sample label to check alignment
	Tools > Options > Printing
	
	Click **Label Options** to open the Label Printing Options dialog

Print in batch mode (available for records in the local bibliographic save file): Set the **Label Printing** option under **Perform local actions in batch** to mark records for printing in batch rather than printing immediately	**Tools > Options > Batch**
Define a classification scheme for offline cataloging (**required** for working with labels offline; if specified, also used for printing labels for records in the local file when online)	**Tools > Options > General**

For more information about setting options and customizing labels, see Basics, Set Options and Customize, "Customize printing and display of records, lists, and labels."

Display, edit, and print a label

	Action
1	Display a bibliographic record and edit as needed. For instance, you may need to: • Add a call number, edit the existing call number, or suppress the call number (see the last section of "Label formats"). • Type input stamp(s) in brackets in the OCLC Holding Library Code field (049 ‡a). • Add a DDC class number (from 082 ‡a) • Insert a Dewey Cutter number (from 092 ‡b) • Edit text in the author (1xx) or title (245 ‡a) fields that supply the information for the label content.
2	Click **View Label** or [icon] or press <F10>. **Results:** The Label dialog opens showing data extracted from the record based on: • The label format you specified in **Tools > Options > Printing/Label Options** (if you do not select one, the default format is SL4) • The classification scheme associated with your OCLC authorization or, if working offline with records in the local save file, the classification scheme you define for offline cataloging in **Tools > Options > General tab**.

	Action

3	In the Label dialog, you can:
	• Edit text in the label if needed
	
	   Tip for SL4 and SL6 formatted labels only:
	   Select the **Mirror Edits** check box to automatically add the same edits you make for the Pocket 1 label to the Pocket 2 label. (**Default:** Check box is cleared. You can edit Pocket 1 and Pocket 2 text independently). The Mirror Edits options is available only when Pocket 1 and Pocket 2 text matches exactly.
	
	• Enter diacritics or special characters in label text:
	
	   1. In the Label dialog, click **ALA Entry**. The ALA Character Selection dialog opens.
	   2. Select a diacritic or character by its graphic in the chart or by its name in the ALA Character Name list.
	   3. Click **Insert** (inserts without closing the dialog--you can enter additional diacritics or characters), or click **Insert and Close** (inserts and closes the dialog).
	   Note: OCLC recommends selecting the ALA BT Courier font (supplied when you install the client) for printing labels. The font includes the ALA character set for displaying and printing diacritics and special characters in records. (You can set the font as the default for labels in **Tools > Options > Fonts**.)
	• Specify print constants for printing labels for multiple copies or parts (for the procedure, see "Print labels for multiple copies or parts" below)
	
	• Change the number of copies to print:
	   — In the **Copies of Each** box, type a number from **1** to **999** (**default:** prints 1 copy).
	• View labels for other holding libraries:
	   — Select a holding library symbol in the **Holding Library Code** list. Holding libraries listed are those whose codes appear in field 049 of the record.

4	When finished, click **Print**. **Results:** The label set prints immediately Or If printing to a text file (an option you select in **Tools > Options > Printing tab**), the client appends the text of this label set to the labels in the text file you specified. Or If you selected the **Prompt for Options** check box under **Tools > Options > Printing** for printing labels on Sheet stock, the Column and Row Options dialog opens so that you can select the column and row to start printing.

Print labels for one or more records without first displaying label

When the data in records that impacts label printing is correct (that is, you do not need to edit the record(s) before printing), use the following procedure to print labels:

	Action
1	Display a bibliographic record for which you want to print labels. Or Select records in a list: To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry. **Tip:** If you want the labels to print in a particular order, click a column heading to sort the list by the data that provides the sort order you want.
2	Click **View > Print Label(s)** or press <Shift><F10>.
3	**Optional.** If you selected the **Prompt for Options** check box in **Tools > Options Printing** (click **Label Options**): • And you selected multiple records to print labels, the Column and Row Options window opens. Select a row and/or column of the list where you want to start printing labels, or accept the **default**, column 1, row 1. • And you selected one record to print a label, the Print Label window opens: — Change the number of copies you want to print **Default:** 1 — Specify print constants for printing labels for multiple copies or parts (see section below)
4	Click **OK** to print or Cancel to close the dialog without printing. **Results:** • Whether you are online or offline (working with records in the local save file), the labels print immediately. Or If you selected **Print to File** in **Tools > Options > Printing tab**, whether you are online or offline, the labels print immediately to the file you specified. Or If the record(s) for which you are printing labels are in the local save file and you set the option to print in batch mode, the record(s) are marked for batch. The label status changes to **R** (Ready). • For the labels, the client uses: — The label format you specified in **Tools > Options > Printing**. If you do not select one, the client uses the default format is SL4. See "Label formats" below for more information. — The classification scheme associated with your OCLC authorization or, if working offline with records in the local save file, the classification scheme you define for offline cataloging in **Tools > Options > General**.

Batch print labels for records in local file

You must set an option to mark records for label printing and then print in batch:

	Action
1	Since labels print immediately whether you are logged on or offline, you must select an option that tells the client to print in batch mode: Click **Tools > Options**, or press <Alt><T><O>, and then click the **Batch** tab.
2	In the **Record Actions** area under **Perform local actions in batch**, select the **Label Printing** check box.
3	Click **OK** or press <Enter>. **Result:** The client keeps your setting each time you open the program unless you change it.
4	Display a bibliographic record from the local save file for which you want to print labels. Or Select records in a local bibliographic save file list: To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.
5	Click **File > Print Label(s)**, or press <Shift><F10>. **Results:** • The record(s) are marked for printing labels in batch mode. • The label status in the record's status bar or in the Label column of the bibliographic local file list changes to **R** (Ready).
6	When ready, run batch processing. (See Cataloging, Take Actions on Bibliographic Records, "Run batch processing.") **Results:** For the labels, the client uses: • The label format you specified in **Tools > Options > Printing** (if you do not select one, the default format is SL4 • The classification scheme associated with your OCLC authorization or, if working offline with records in the local save file, the classification scheme you define for offline cataloging in **Tools > Options > General**.
7	Optional. If you want to switch to printing labels immediately rather than in batch, clear the setting in **Tools > Options > Batch**.

Tips for undoing or redoing batch label printing:

• If records are selected for batch printing labels (**Label** status = **R** for Ready), and you decide not to print the labels, remove the Ready status:

With the record open, or with records selected in the local file list:

a. Click **Action > Set Status** (or press <Alt><Shift><S>).

b. Select the **Label Print** check box.

c. Click **OK**.

- If record labels have been batch printed (**Label** status = **C** for **Completed**), but you need to reprint them via batch:

  With the record open, or with records selected in the local file list:

  a. Click **File > Print Label(s)** (or press <Shift><F10>). The Label status changes from **C** to **R**.

Enter print constants for printing labels for multiple copies or parts

You can add print constants to labels that allow you to:

- Automate printing labels for multiple copies of items, multpart items, and multivolume sets

- Print labels with different years of publication for the volumes of a multivolume set

- Use print constants that support your library's practices

- Specify ranges of numbers or years for labels or specify a range to print on one label

	Action
1	View a label for a displayed bibliographic record (**View > Label**).
2	In the **Print Constant 1** box of the Label dialog, type the text of the first print constant you want to appear on labels.
3	In the first **Numbers** box, type specific numbers, ranges of numbers, specific years, or ranges of years to appear with Print Constant 1 on labels. • For print constants, type up to 8 alphanumeric characters. • For numbers, use Arabic numerals, commas, and hyphens.
4	Repeat steps 2 and 3 for the **Print Constant 2** box, if needed.
5	To print multiple copies of each label in the set, type the number of copies in the **Copies of Each** box.
6	When the label is ready, click **Print**.

Examples of printing labels for multiple copies or parts

To produce...	In the Label dialog, do this...
Labels for multiple volumes or parts	1. In the **Print Constant 1** box, type **v.** or **pt.** 2. In the **Numbers** box, type: Numbers separated by commas - **1,2,3** Or A range of numbers - **1-3**
Labels for multiple copies of an item	1. In the Print Constant 1 box, type **c**. 2. In the **Numbers** box, type: Numbers separated by commas - **1,2,3** Or A range of numbers - **1-3**

To produce...	In the Label dialog, do this...

Labels for multiple copies of a multipart item	1. In the Print Constant 1 box, type **v.** or **pt.**
	2. In the **Numbers** box, type:
	   Numbers separated by commas - **1,2,3**
	   Or
	   A range of numbers - **1-3**
	3. In the **Print Constant 2** box, type **c**.
	4. In the **Numbers** box, type:
	   Numbers separated by commas - 1,2,3
	   Or
	   A range of numbers - **1-3**

Labels for a single item that contains multiple volumes or parts	1. In the Print Constant 1 box, type **v.** or **pt.** 2. In the **Numbers** box, type a specific range of part numbers enclosed in quotation marks - **"3-5"**

Labels for multiple volumes published annually	1. Leave the Print Constant 1 box empty.
	2. In the **Numbers** box, type:
	   Specific years separated by commas - **1980, 1982, 1985**
	   Or
	   A range of years - **1980-1985**
	   Or
	   A specific range - **1980, "1981-1982", 1983**

Add an input stamp Input stamps add data to a label to identify a special characteristic, location, or other information about the specific item, such as an oversize indicator.

You can edit a record to add an input stamp above the call number on spine labels and before the call number on card and pocket labels.

To add an input stamp:

Action

With the bibliographic record displayed, type one of the following in field 049:
• To place the data above the call number:
  Type the data in square brackets ([ ]) **preceding** the first holding library code.
• To place the data below the call number:
  Type the data in square brackets ([ ]), **following** the first holding library code.
• To leave a blank line to separate the input stamp from the call number:
  Type one space (press spacebar once) inside a set of square brackets [ ] immediately before or after the holding library code, depending on whether the input stamp precedes or follows the holding library code.
Notes:
• For multiple lines, type each line in a separate pair of brackets.
• Lines can contain up to 8 characters.
Examples:
• To print the data *REF DESK* above the call number, type:
  [REF DESK]OCL
• To print *REF DESK* below the call number, type:
  OCL[REF DESK]
• To insert a blank line between the call number and *REF DESK*, type:
  OCL[ ][REF DESK]

Print a DDC class number and add a Cutter number to a label

- The Dewey Decimal Call Number appears in field 082 of a record if the Library of Congress or another library assigned one.

- If your OCLC authorization number is set up to use the Dewey classification scheme, an empty field 092 (Locally Assigned Dewey Call Number) is inserted when you retrieve a record from WorldCat or the online bibliographic save file.

- When you take an action on the record (send a command to the system), such as **Update** or **Validate**, the client moves the data in 082 ‡a to the 092 field.

- To complete the Dewey call number, you can enter an item number (Cutter number) in 092 ‡b or use one of the OCLC Dewey Cutter macros provided with the client to determine a Cutter number and insert it in 092 ‡b automatically.

- The OCLC Four-Figure Cutter Tables are revised and expanded versions of:

    —Cutter Three-Figure Author Table

    —Cutter-Sanborn Three-Figure Author Table

The table expansions balance the distribution of main entries over the Cutter table entries and minimize conflicts between similar names. The expanded OCLC Four-Figure Cutter Tables are compatible with the existing two-figure or three-figure schemes.

Assign keystrokes to run the Dewey macro

To run the Dewey Cutter macro, you must assign a keystroke shortcut. Assign a shortcut key to the macro your library uses: the Cutter Four-Figure Author Table (supplies single letter with numbers) or for the Cutter-Sanborn Four-Figure Author Table (supplies two letters with numbers):

	Action
1	Click **Tools > Keymaps** or press <Ctrl><T><K>.
2	Under **Display Commands for Category**, select **Macro**.
3	In the **Macros** list, click the plus sign (**+**) next to **Dewey** (macro book).
4	Select the **FourFig** macro or the **Sanborn** macro*, then place the cursor in the Press **New Shortcut Key** box and press the keys you want to assign to run the macro. *Note:** The **FourFig** macro uses the Cutter Four-Figure Table, and the **Sanborn** macro uses the Cutter-Sanborn Four-Figure Table. See more about which table to use below.
5	Click **Assign**.
6	When finished, click **OK** or press <Enter> to close the dialog.

For additional, general information about assigning and using keystroke shortcuts for actions in the client, see Basics, Set Options and Customize, "Customize keystroke shortcuts for menu items, macros, or characters."

Prepare and print Dewey call number

To print the Dewey classification number from the 082 ‡a and add an item number or use the Dewey Cutter macro to automatically add an item number:

	Action
1	With a bibliographic record displayed, add, verify, or edit a Dewey classification number in field 082 ‡a.
2	In field 092, leave subfield a blank. In ‡b, type the item number for the call number area. **Note:** A comma-space in Dewey call number data inserts a line break. The client deletes the comma and moves data following the space to the next line. See "Label formats" for more information. Or Use a Dewey cutter macro to automatically assign a Dewey Cutter number and insert the number in 092 ‡b • To base the Cutter number on the main entry, press the shortcut keystroke you assigned for the type of Cutter number you want (Cutter table or Cutter-Sanborn table). **Result:** The Dewey Cutter macro identifies the main entry, looks up the Cutter number in the selected Cutter table, and inserts the Cutter number in 092 ‡b. Or • To base the Cutter number on text selected in the record: 1. Highlight the text in the record. 2. Press the shortcut key you assigned for the type of Cutter number you want. 3. When asked if you want to continue Manual Cuttering, click **Yes** for a Cutter number based on the highlighted text. Or Click **No** for a Cutter number based on the main entry. **Result of responding Yes:** The Dewey Cutter macro looks up the Cutter number in the selected Cutter table, and inserts the Cutter number in 092 ‡b.
3	Complete any other editing in the record.
4	Click **View > Label** or or press <F10>.
5	In the Label dialog, check the label content, edit if needed and, when ready to print the label, click **Print**.

Which OCLC Cutter table should you use?

Select a table based on your existing Cutter numbers:

- Use the Cutter-Sanborn Four-Figure Table (**Sanborn** macro) if your library's existing cutter numbers include only a single letter with numbers.
  Examples:
  Adams, John: A2145
  Adams, Ruth: A2169
  United States. Dept. of the Interior: U5864

- Use the Cutter Four-Figure Table (**FourFig** macro) if your library's existing cutter numbers include two letters with numbers.
  Examples:
  Adams, John: Ad185
  Adams, Ruth: Ad194
  United States. Dept. of the Interior: Un365

2   Label formats

Label formats

The client provides four label formats and preselects format SL4 when you install the program. To select a different format, go to **Tools > Options > Printing tab**. The following table provides details about each format:

Format	Brief Description	Label Set Produced
SL4 (default)	Spine label and two four-line pocket labels	1 spine label: up to 9 lines of 8 characters each for call number and input stamps 2 card/pocket labels: 5 text lines - Call number: 1 line - Main entry (author or uniform title): 2 lines - Title and any additional tag specified for holding library code: 2 lines - No blank lines
SL6	Spine label and two six-line pocket labels	1 spine label: up to 15 lines of 8 characters each for call number and input stamps 2 card/pocket labels: 5 text lines - Call number: 1 line - Main entry (author or uniform title): 2 lines - Title and any additional tag specified for holding library code: 2 lines. - Blank lines separate text groups
SLB	Spine label and one four-line pocket label	1 spine label: up to 9 lines of 8 characters each for call number and input stamps 1 card/pocket label: 5 text lines - Call number: 1 line - Main entry (author or uniform title): 2 lines - Title and any additional tag specified for holding library code: 2 lines - No blank lines
SP1	Spine label only	1 spine label: up to 9 lines of 8 characters each for call number and input stamps - No card/pocket labels

Note: The client does not directly support the SP2 format (two spine labels, no card/ pocket labels). To produce two spine labels, use the SP1 format and print two copies of the label.

Format parameters: comparison table

Part of Label	Lines/Characters per Line			
Spine	**SL4**	**SL6**	**SLB**	**SP1**
Call number and input stamp	9/8	15/8	9/8	9/8
Card or Pocket				
Call number and inpurt stamp	1/28	1/28	1/28	None
Main entry	2/55	2/55	2/55	None
Title (and added tag, if any)	2/55	2/55	2/55	None
Blank lines	No	Yes	No	None

Call number format on spine label

Call Number (Field(s) of origin)	Format	Example
Library of Congress	Line 1: alphabetic part or class number Line 2: numeric part of class number Line 3: period and first cutter, or data that follows a space or ‡b Line 4: second cutter, or data that follows a space or ‡b Line N*: data that follows a space or comma-space	DR 340.3 .N4 A313 1969
Dewey (092) Class number up to 8 characters	Line 1: entire class number Line 2: data that follows ‡b Line 3: data that follows a comma-space	813.45 Uris
Dewey (092) Class number 9-11 characters	Line 1: numerals preceding decimal point Line 2: decimal point and following numerals Line 3: data that follows ‡b Line N*: data that follows a comma-space	929 .5097742 D59
Dewey (092) Class number up to 12 characters	Line 1: numerals preceding decimal point Line 2: decimal point and next 7 numerals Line 3: remaining numerals Line 4: data that follows ‡b Line N*: data that follows a comma-space	779 .9914950 3700924 M26 1972
Library Archives Canada (055) National Library of Medicine (060, 096) National Agricultural Library (070	Line 1: alphabetic part of class number Line 2: numeric part of class number Line 3: first cutter, or data that follows a space or ‡b Line 4: second cutter, or data that follows a space or ‡b Line N*: data that follows a comma-space	WA 540 AA1 C66b 1973
Local (098,099)	Line 1: data in first ‡a Line N*: data in next ‡a	Microfiche H879c
*N = any line number higher than the preceding line number in the list.		

Notes:

- When the client extracts the call number from fields 092, 090, and 096, ‡e and ‡f print the same as ‡b.

- When the client extracts the call number from fields 098 and 099, ‡e and ‡f print the same as ‡a.

Fields used to display data in labels

Label Area	Source of Information (fields and subfields)	Notes
Title	245 a	Punctuation is suppressed except question marks (**?**) and exclamation points (**!**)
Author	100 a b d 110 a b d 111 a d n 130 a d	The client selects author information from main entry fields 1xx. The author area remains blank if a record has no 1xx fields.
Call number	Library of Congress: 099, 098, 090, 050, 092 Dewey: 099, 098, 092, 090, 050 National Library of Medicine: 099, 098, 096, 060, 090, 050 Canadian: 099, 098, 055, 090, 050 Government: 099, 098, 090, 050, 092 National Agricultural Library 099, 098, 070, 090, 050	The client extracts a call number based on the classification scheme associated with your OCLC authorization. Fields are listed in order of priority for selection. The system does not pull call numbers from 852, 082, or 086 fields. **Note:** To use a government document classification number (field 086) in a label, you must retag the field to a valid field for your classification scheme (see list). The client cannot extract a call number from field 086 because no rules exist for parsing the numbers into lines.
Input stamp	049 a	

Suppress call number   To print labels without a call number:

Action
In the record, enter lowercase **x** as the only character in the selected call number field. **Results:** • Call number is not printed on labels • Automatic stamp specified for the holding library does print. Change the setting or edit the label display to remove or adjust the automatic stamp • Input stamps in the 049 field do print. Edit the record or the label display to remove or adjust input stamps

3   Keystroke shortcuts for editing labels

If you prefer, you can use the keyboard rather than the mouse for editing labels. The following table lists keystroke shortcuts for labels:

To Move Insertion Point...	Press...
To next area of label	<Tab>
To previous area of label	<Shift><Tab>
One character left	<Left arrow>
One character right	<Right arrow>
One word left	<Ctrl><Left arrow>
One word right	<Ctrl><Right arrow>
One line up	<Up arrow>
One line down	<Down arrow>
To beginning of current line	<Home>
To end of line	<End>
To end of label area	<Ctrl><End>
To beginning of label	<Ctrl><Home>
To select this text...	**Press...**
One character left	<Shift><Left arrow>
One character right	<Shift>>Right arrow>
One word left	<Shift><Ctrl><Left arrow>
One word right	<Shift><Ctrl><Right arrow>
To end of line	<Shift><End>
To beginning of line	<Shift><Home>
To add, cut, copy, or paste text...	**Press...**
Toggle between insert and overwrite mode	<Insert>
Cut selected text and put on Windows clipboard	<Ctrl><X>
Copy selected text to the Windows clipboard	<Ctrl><C>
Paste text at the cursor location	<Ctrl><V>
Note: To cut, copy, or paste text, you can also use the menu commands, toolbar buttons, or the right-click menu, just as you do for editing records. See below.	
To cut selected text...	On the Edit menu, click **Cut** or click . Or Right-click the selected text. On the popup menu, click **Cut**.

To Move Insertion Point...	Press...
To copy selected text	On the Edit menu, click **Copy** or click . Or Right-click the selected text. On the popup menu, click **Copy**.
To paste cut or copied text...	On the Edit menu, click **Paste** or click . Or Right-click the selected text. On the popup menu, click **Paste**.