

# How to print barcode labels for eBook materials

The screenshot shows the Westview Elementary library management system interface. The top navigation bar includes links for Home, Catalog, Circulation, Reports, Back Office, and My Info. The Reports tab is selected. On the left sidebar, the Library Reports sub-tab is highlighted. A table lists various reports with columns for Name, Created By, Last Run, and Run status. A blue arrow points to the Reports tab, and another blue arrow points to the Library Reports sub-tab.

Name	Created By	Last Run	Run
1st - Nolan	Jeri Saal	10/18/2012 1:15 PM	Run X
1st Dowd	Jeri Saal	10/18/2012 12:48 PM	Run X
1st Mildenberger	Jeri Saal	1/10/2013 1:00 PM	Run X
AM KIN Killick	Jeri Saal	3/15/2013 8:55 AM	Run X
Giarritano AM	Jeri Saal	3/15/2013 10:07 AM	Run X
Giarritano PM	Jeri Saal	3/15/2013 1:43 PM	Run X
Staff Overdues	Nadine Abrahams	3/15/2013 4:15 AM	Run X
Staff with Equipment	Jeri Saal	5/7/2012 11:01 AM	Run X
Staff with Textbooks	Nadine Abrahams	3/8/2013 1:53 PM	Run X
Weekly Student Overdue Notices Eng and Spanish	Jeri Saal	3/15/2013 3:00 AM	Run X
Weekly Student Overdue Report Eng and Spanish	Nadine Abrahams	8/21/2012 8:46 AM	Run X

First click on the **Reports** tab

Then click on  
**Library Reports** tab

The screenshot shows the Library Reports sub-tab selected. The main content area displays various report categories: Catalog -- Titles & Copies, Circulation, Holds, Inventory Control, and Labels. The Labels section is highlighted with a blue arrow, and the Barcode Labels option is selected with another blue arrow.

**Catalog -- Titles & Copies**

- [Barcode Lists](#) - Identify used and unused copy barcodes. [More](#)
- [Bibliography](#) - Create reading lists for curriculum or promotion. [More](#)
- [Call Number Reports](#) - Identify copies that may be incorrectly cataloged. [More](#)
- [Shelf List](#) - List copies in the order they should be shelved. [More](#)
- [Title & Copy List](#) - List your collection with optional copy detail. [More](#)
- [Weeding Log](#) - List copies that were weeded, deleted, or transferred. [More](#)
- [Wish Lists](#) - View the wishes submitted by your patrons. [More](#)

**Circulation**

- [Current Checkouts/Fines](#) - Identify or send notices to the patrons with checkouts/fines. [More](#)

**Holds**

- [Holds](#) - View all current holds and reserves. [More](#)
- [Hold Notices](#) - Print or email ready hold notices. [More](#)

**Inventory Control**

- [Completed Inventories](#) - View the results of completed inventories. [More](#)
- [In-Progress Inventories](#) - Report on inventories that are in-progress. [More](#)

**Labels**

- [Barcode Labels](#) - Create new or replacement copy barcode labels. [More](#)

Next scroll down to

**Labels**

And select **Barcode Labels**

## How to print barcode labels for eBook materials

Westview Elementary  
Library Reports > Print Copy Barcodes

Print used library copy barcodes...

Labels for each barcode: 1

Sort by: Call Number / Author

Select by: **Date/Time Copies Added** (selected)

Copies Added: From date: [ ] To date: [ ]

Material Type: Any Type

Circulation Types: All Circulation Types [Update]

Include temporary copies: ☐

Include the following on each: ☒ Site Name ☒ Title ☐ Author ☐ Call Number

Using the drop down arrow, click on **Date/Time Copies Added**

Westview Elementary  
Library Reports > Print Copy Barcodes

Print used library copy barcodes...

Labels for each barcode: 1

Sort by: Call Number / Author

Select by: Date/Time Copies Added

Example times: 8:00 AM, 4:00 PM

Copies Added: From date: [ ] To date: [ ]

Material Type: Any Type

Circulation Types: All Circulation Types [Update]

Include temporary copies: ☐

Include the following on each: ☒ Site Name ☒ Title ☐ Author ☐ Call Number

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

Leave **Copies Added** fields blank

## How to print barcode labels for eBook materials

Print used library copy barcodes...

Labels for each barcode: 1

Sort by: Call Number / Author

Select by: Date/Time Copies Added

Example times: 8:00 AM, 4:00 PM

Copies Added: From date: [ ] time: [ ] To date: [ ] time: [ ]

Material Type: Electronic Book (eBook)

Circulation Types: [ ]

Include temporary copies: [ ]

Include the following on each: [ ]

Use label stock: [ ]

Use the drop down arrow to select **Electronic Book (eBook)** for Material Type.

Print Copy Barcodes

Labels for each barcode: 1

Sort by: Call Number / Author

Select by: Date/Time Copies Added

Example times: 8:00 AM, 4:00 PM

Copies Added: From date: [ ] time: [ ] To date: [ ] time: [ ]

Material Type: Electronic Book (eBook)

Circulation Types: All Circulation Types [Update]

Include temporary copies: [ ]

Include the following on each: [ ]

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

Start on label: 1

Printer offset: Horizontal: 0 Vertical: 0

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

Under **Include the following on each**, Click on **Call Number** to put a check in the box.

Best way to double check to make sure only eBooks are selected.

Now click on **Run Report**.

## How to print barcode labels for eBook materials

The screenshot shows the Westview Elementary Report Manager interface. A message box at the top states: "Job submitted: Library Copy Barcode Labels job. You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports." A blue arrow points to the "Refresh List" link. Below the message is a table of jobs.

Job	Status
Library Copy Barcode Labels	Pending
Overdue books - ILLs	Completed (3/18/2013 11:59 AM)
Spine/Pocket Labels	Completed (3/18/2013 9:58 AM)
Giarrritano PM	Completed (3/15/2013 1:43 PM)
Giarrritano AM	Completed (3/15/2013 10:07 AM)
AM KIN Killick	Completed (3/15/2013 8:55 AM)
Weekly Student Overdue Notices Eng and Spanish	Completed (3/15/2013 3:00 AM)
Weekly Student Overdue Notices Eng and Spanish	Completed (3/8/2013 3:00 AM)
Overdue books - ILLs	Completed (2/26/2013 9:20 AM)
WVE Patrons with fines	Completed (2/25/2013 9:20 AM)
Staff Overdues	Completed (2/25/2013 7:43 AM)
Fine History	Completed (11/26/2012 1:56 PM)

The message:

**Job submitted: Library Copy Barcode Labels job** will be displayed.

Click on **Refresh List** to check job status.

The screenshot shows the same Westview Elementary Report Manager interface, but the "Library Copy Barcode Labels" job is now marked as "Completed" with a timestamp of (3/19/2013 8:34 AM). A blue arrow points to the "View" link next to this job. Another blue arrow points to the "Refresh List" link.

Job	Status
Library Copy Barcode Labels	Completed (3/19/2013 8:34 AM)
Overdue books - ILLs	Completed (3/18/2013 11:59 AM)
Spine/Pocket Labels	Completed (3/18/2013 9:58 AM)
Giarrritano PM	Completed (3/15/2013 1:43 PM)
Giarrritano AM	Completed (3/15/2013 10:07 AM)
AM KIN Killick	Completed (3/15/2013 8:55 AM)
Weekly Student Overdue Notices Eng and Spanish	Completed (3/15/2013 3:00 AM)
Weekly Student Overdue Notices Eng and Spanish	Completed (3/8/2013 3:00 AM)
Overdue books - ILLs	Completed (2/26/2013 9:20 AM)
WVE Patrons with fines	Completed (2/25/2013 9:20 AM)
Staff Overdues	Completed (2/25/2013 7:43 AM)
Fine History	Completed (11/26/2012 1:56 PM)
Overdue books - ILLs	Completed (11/26/2012 12:40 PM)
Fine History	Completed (9/4/2012 10:32 AM)

If job status is complete, click on **View** to see your report.

## How to print barcode labels for eBook materials

The screenshot shows a web browser window with the URL <http://destiny.adams12.org/backoffice/servlet/presentationsummaryform.do?reportFileName=output/Co>. The page displays a grid of 12 barcode labels for eBooks from Westview Elementary. A blue arrow points from the middle label in the first row to the label in the second row, second column.

Westview Elementary	Westview Elementary	Westview Elementary
EBOOK 152.4 ABO Everyone feels scared sometimes 31856014685042	EBOOK 307 KAL Places in my community 31856014685117	EBOOK 307 SCH Communities 31856014685026
EBOOK 395.5 FIN Manners at school 31856014685083	EBOOK 398.24 STO The story of the three little pigs 31856015126301	EBOOK 398.8 GRE A apple pie 31856015126251
EBOOK 428.1 DAH If you were an adjective 31856014685075	EBOOK 531 HIG Marvelous motion 31856014685091	EBOOK 551.48 KOR The wild water cycle 31856014685166
EBOOK 567.912 FRO Tyrannosaurus rex 31856014685158	EBOOK 577 BIS Exploring ecosystems with Max Axiom, super scientist 31856014685059	EBOOK 590 BUL Big and small an animal opposites book 31856014684995

Double check to make sure report is what you want by looking at the Call Numbers. Now the printed report can be used to scan eBook barcodes for inventory.