Sirsi label printing

Log in to Sirsi Workflows (sometimes just called "Workflows," sometimes "Sirsi," sometimes "Unicorn." It's all the same thing.) using the credentials you have been provided.

Once logged in, label printing is done in the Report section using "Schedule New Reports."

Look in the Templates tab for "Print Custom Labels." Double click to open.

In the Basic tab, rename the report to something that will help you recognize in later. Commonly this will be something like your initials, today's date, and the type of materials you are working on. "rel 7/22 RUSH" for example.

Next go to the Label Template tab to determine size label you need and the amount of information that needs to be on the label.
Unless you know ahead of time that you need the large labels, choose from the appropriate small label templates. Unfortunately, the best way to determine that you need a large label is to run the report with a small label and see which items don't fit. Fortunately, most call numbers can easily be printed on a small label.

Within the Large and Small sections, you can choose from a template that will show the amount of information you need. The label template for the items you are working on can be found in the Spine Labeling Specifics spreadsheet. However, if you are doing material for more than one location, you will want the template that includes all the information you potentially want, and unnecessary lines of info can be deleted from some labels before printing. If you are doing Branch materials, you will want a template that includes "Branch" because that will put the library at the head of label. Hill and Hunt books do not have their library at the head of the labels. Books that have a flag designating what section of the library they are going to (like "Ref" or "Scibest") will need a template with "HomeLoc." Books going to "Stacks" do not need a "HomeLoc" template.

<table>
<thead>
<tr>
<th>Template</th>
<th>Use case</th>
</tr>
</thead>
<tbody>
<tr>
<td>SmallLabel</td>
<td>No location, only call number, like a Hill Stacks book</td>
</tr>
<tr>
<td>SmallLabelBranch</td>
<td>Branch library and call number, but no sub-location, like NRL Stacks</td>
</tr>
<tr>
<td>SmallLabelBranchHomeLoc</td>
<td>All the information: library and sub-location like DESIGN REF</td>
</tr>
<tr>
<td>SmallLabelHomeLoc</td>
<td>Sub-location, but no library, like a Hunt SCIBEST book</td>
</tr>
</tbody>
</table>

Next go to the Item IDs tab.

Click the diamond to bring up the Item ID entry window.
Scan barcodes into the Item ID field. Note that you can also put the number of labels to print. This is useful when you need more than one label, such as when you need a label for the spine and the dust jacket of a DESIGN book. Using the "Number of labels" field is the only way to get duplicate labels in the same report. If you scan the same barcode multiple times, it will only appear once in the list. When all the barcodes have been scanned, click "Save".

Once you have scanned your barcodes, you can click "Run Now" and close the Schedule New Reports tab.

To print labels, you need to find your report after it has run by looking in Finished Reports.

Your report should show up at the top of the list (make certain it's sorted in date/time order). If it does not immediately show up, it is probably still running. Periodically press the button of the rabbit coming out of a top hat to refresh the list. Don't ask me why a rabbit in a top hat means "refresh." That is beyond the scope of this documentation (and my knowledge). If several minutes pass, and your report still has not shown up, have a supervisor check to make sure the report ran properly.

Double click the report to open it. Check that only "View result" is checked before clicking "OK" to go to the labels.

The Print preview of your labels should load.

You can change the position of the first label by Control-Clicking on any label. This is helpful when trying to print to a partial sheet of labels.

Inspect the labels for completeness. A call number starts with one or two letters, followed by numbers, followed by another sequence of a letter followed by numbers, and sometimes another set of letters or letters with numbers. The call number usually ends with a year or with volume information (or sometimes both). Occasionally there is an additional line after the year or volume info that describes the item, like "BOOKLET" or "CD-ROM."
Some common problems to look for:

<table>
<thead>
<tr>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN XX (3574646.1)</td>
<td>This is not a call number. It is a placeholder that needs to be replaced. The associated book needs to go on the problem shelf.</td>
</tr>
<tr>
<td>RL PZ 7 C268513 ONE</td>
<td>This appears to be incomplete. There should be a year at the bottom. It is possible that there are simply not enough lines on the label. Look up the call number in the system (covered in Marking overview) to determine if it needs to go on the problem shelf or simply needs a longer label.</td>
</tr>
<tr>
<td>TK 1001 B87 NO. 3987 V.</td>
<td>This also looks incomplete. There is a &quot;V.&quot; but no volume number. If the call number is complete in the system, you can edit the existing label to include the volume number to avoid running a second report for larger labels.</td>
</tr>
</tbody>
</table>

To edit a label, double click the label to bring up the "Modify Label" window.

Once you've made the necessary edits to a label, click "OK" to save. When all necessary changes to the Print preview have been made, the labels can be printed:

- Make sure the printer is on.
- Have a sheet (or more, if necessary) of the correct size of labels face up in the manual feed tray.
- If the label sheet is partially used, make sure the labels are not going to print on the used section of the label sheet.
- In Print preview, click the little picture of the printer.

If the printer doesn't print the labels, get a supervisor to troubleshoot.

Once you have the labels printed, you can get back to marking. Marking overview