

Printing Patron Barcode Labels, Patron Barcode Lists or Patron Cards

Follett offers three options for printing patron barcodes:

- **Patron Barcode Labels** – If you have **Avery 5160 or 5160-compatible label stock** available and want to print individual labels for each student, the patron barcode labels report will print 30 barcode labels per page sorted by homeroom, teacher, grade, name, etc. If a label page has already been in use, the report allows you to set the starting label number for the report. For example, if 6 labels were already used on a page, counting over and then down, the starting label would be label 7.
- **Patron Barcode Lists** - Produces a list of patrons and their barcodes by name, by location or user fields (homeroom, teacher, grade, etc.) or via PHD+. Use this report to create a list of scannable patron barcodes. Enable the option for **Increased Line Spacing**.
- **Patron Cards** – Print patron cards on rotary or ID card stock or on regular paper, sorted however you choose (homeroom, teacher, grade, etc.). The cards will include a scannable barcode and some or all of the following: Name (last name, first name), Location 1 (generally, homeroom or teacher), graduation year, an eye-readable (numbers only) barcode number, an eye-readable ID number, and/or a picture (**Avery ID Card 2x3.25 label template only**).

Note: If you print a test page of barcodes, and no barcodes print, you need to install the necessary **barcode font**. Call us for assistance.

1. Open **Reports** (printit).
2. Click the **Circulation Reports** tab.
3. Choose the **Patron Barcode report of your choice:**

Patron Barcode Labels
Patron Barcode List
Patron Cards

4. In the **Select field**, choose how to sort the report (most commonly, by homeroom, teacher, or grade):

Patron Barcode Labels:

Patron Barcode List:

Patron Cards:

5. If printing labels for **all Homerooms or Teachers**, leave the **Starting At** and **Ending At** fields **blank**. Otherwise, set the range of homerooms or teachers' names for whose classes you will be printing barcodes.
6. Set the remaining report options as needed:

Patron Barcode Labels:

Patron Barcode List:

Patron Cards:

The Patron Cards report includes many options for what the cards can include. Be sure to include at least the **Homeroom** for ease of knowing where one room ends and another begins and to enable the option to include a **Scannable Barcode!**

Note: Only the **Avery ID Card 2" by 3.25" (05361)** template includes the option to print a patron **picture** if pictures have been imported into the students' records.

7. Click the **Print** button.
8. **Exit Reports**.