Reprinting Spine Labels by Sections

This will provide you step-by-step instructions for printing off entire sections of new spine labels. This is a great benefit if you have spine labels that are not readable, faded, or hand-written.

Step 1: You will need to run a Shelf List for the section for which you would like to print new barcodes.

- Click on the Reports tab in Destiny.
- Select Library on the left-hand side of the screen.
- Select Shelf List from the list of report options.
- Under Include Call Numbers you will type the call numbers you would like included.
- Output as: Select Microsoft Excel
- Click Run.

Step 2: Using the Excel file that was created.

Under Report Manager select View next to the Shelf List Report that was run. That will give you the option to open up the file in Excel.

- Right click at the top of each of the columns that you do not need and select Delete. You will delete all columns except for the Call Number column. You will only have the Call Number column left.
- Make any necessary changes to the call numbers that may need to be corrected. Change all letters to be all Caps, fix spacing issues, and make sure all call numbers follow district guidelines.
Next you need to separate the Call Number pre-fix (FIC, E, etc.) from the author’s initials. To do this you will first click on the tab for the Data Ribbon.

• Click at the top of Column A so that the entire column is highlighted.

• Step 1: you will just make sure that the button next to delimited is selected. Click Next.

• Step 2: Make sure that there is a check in the box next to Tab and Space. Click Next.
• Step 3: Leave all defaults and click Finish.

• Note: if you are printing non-fiction labels you will have to add your “0’s” on again to numbers like 001.5. When you Delimit it will remove the zeroes. (Sorry I have found no way to stop it from happening.)

• Now you will have two separate columns, one titled Call and one titled number.

• Now click on the File Tab in the top left-hand corner of Excel.
• Select Save As.

• Save in: Desktop
• File Name: put in the name Call Number.
• Click Save.
Step 3: Creating your Labels in Microsoft Word

• First you will open the Spine Label template (it is the one that is found at granitemedia.org).
• Click on Librarian Resources, then Click on Cataloging and Processing, the select Spine Label Template (MS Word Document).
• If you do not see the lines that separate each of the labels, Click on the File tab. Click Options, Click Advanced, Scroll down to the Show Document Content, click on the box next to Show Text Boarders.
• Now, Click on the Mailings tab in the top of the ribbon.

• Click on Start Mail Merge, from the drop down menu choose Normal Word Document.
• Next click on the Select Recipient button in the ribbon, from the drop down menu choose Use Existing List.
• Click on Desktop in the menu on the left of the screen.
• Select the file title Call Number, click Open.

• A new window will pop-up that is titled Select Table. Click on ‘Shelf List$’, then click OK.

• Click on Insert Merge Field, select Call from the drop down. Repeat the above step and select Number.
• Move the cursor Between <<Call>><<Number>>. Now hold down the shift key and hit Enter.
• Next move the cursor to the end of the bracket that follow <<Number>> .
• Next, click on Rules, from the drop down menu that will appear you will select Next Record.

• This is an example of the text that will appear in your first spine label.
  • Center all of your cells by Right clicking, select Cell Alignment from the menu, and then select the Center box.
  • Highlight the text on the label, change your font and font size to whatever you have chosen to use at your school. I recommend using Arial and 14 pt. It makes the label very easy to read.

• Next Highlight everything in the first cell again. Right click on the highlighted text, click Copy.

• Highlight all of the other spine labels on the sheet, right click and select Paste. This should make all of the spine labels look exactly the same.

• Click on Finish & Merge, from the drop down menu select Edit Individual Document.

• A box that looks like this will pop-up, click OK.

• Now you just need to fix your labels. Check for capitalization and spelling errors.

• Print your labels. You will want to use Avery 5160 Labels or something similar.

• Close and do not save.

Now you can cut these apart and place the new labels on the spine of your books.