

Spine and Pocket Label Printing (2nd Draft)

Spine or spine/pocket labels can be printed either directly from Evergreen to a continuous feed label printer, directly to a laser printer using sheets of labels, or by exporting data to a third party program.

Spine and pocket label printing from Evergreen is functional on both Chrome and Firefox, but there are several unresolved issues surrounding label printing and Hatch, so at this time we do **not** recommend you use Hatch for printing if you are printing labels.

Once you set up a spine label print template(s) that suits your label stock and printing needs, be sure to Export the template(s) to a backup location in case you ever need to restore it. Be sure to keep the exported templates up to date.

Spine and pocket labels can be printed from several places in Evergreen, depending on the needs of your workflow. You can print labels at cataloging or from holdings view, item status, or item buckets. At cataloging, set Holdings template default to Print Item Labels on Save & Exit. In holdings view, item status (list view), and item buckets, go to the Actions Menu-Show-Print Labels.

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