2. Add records to a label print list

Discover how to add a record to the label print list and how to view the label print list.

Overview

You can add records to a label print in the following ways:

- When working in the MARC 21 bibliographic record or local holdings record editors, or the Text view items detail screen, you can add individual records to a label print list.
- When working in the LHR search results, you can add up to 100 records to a label print list at a time.
- When working in a label print list, you can use barcodes to add up to 100 records at a time.

Add a single record from the bibliographic record editor to a label print list

1. From the MARC 21 editor, click Record.
2. Select Label Print List... from the Send to flyout menu. The Send Record(s) to Label Print List dialog window opens if you have more than one label print list.
3. From the Send Record(s) to Label Print List dialog window:
   a. Select the Label Print List Name to which you want to send the record from the drop-down list.
   Or
   b. Click the Label Print List Name drop-down list and start to enter the label print list to which you want to send the record. Auto-suggestions for label print list names start with the first keystroke in the text field. Once you find the label print list you are looking for, click the label print list name to select it.
4. Click Send. You will receive a message indicating whether or not the record was sent to the label print list.
   ◦ If the system was able to send the record, the following message appears: Sent the record to the label print list [label print list name]. Click the label print list name to go to the label print list.
   ◦ If the system was unable to send the record, a reason will be given.

Add a single record from the LHR editor to a label print list

1. From the MARC 21 editor, scroll down to the LHRs accordion and click the Call Number for the LHR you want to send to a label print list. The LHR editor opens.
2. From the LHR editor, click Record > Send to Label Print List.... The Send Record(s) to Label Print List dialog window opens if you have more than one label print list.
3. From the Send Record(s) to Label Print List dialog window:
   a. Select the Label Print List Name to which you want to send the record from the drop-down list.
   Or
b. Click the Label Print List Name drop-down list and start to enter the label print list to which you want to send the record. Auto-suggestions for label print list names start with the first keystroke in the text field. Once you find the label print list you are looking for, click the label print list name to select it.

4. Click Send. You will receive a message indicating whether or not the record was sent to the label print list.
   - If the system was able to send the record, the following message appears: Sent the record to the label print list [label print list name]. Click the label print list name to go to the label print list.
   - If the system was unable to send the record, a reason will be given.

Add a single record from the Text view Item Details screen to a label print list

From bibliographic search results:
1. From the search results list, click Open Details for the title you want to add to a label print list.
2. From the record Details screen, click Copies in the upper-right corner.
3. From the Copies screen, click View/Edit. The Text view Item Details screen opens.
4. From the Text View Item Details screen, click Send to Label Print List. The Send Record(s) to Label Print List dialog window opens if you have more than one label print list.
5. From the Send Record(s) to Label Print List dialog window:
   a. Select the Label Print List Name to which you want to send the record from the drop-down list.
   Or
   b. Click the Label Print List Name drop-down list and start to enter the label print list to which you want to send the record. Auto-suggestions for label print list names start with the first keystroke in the text field. Once you find the label print list you are looking for, click the label print list name to select it.
6. Click Send. You will receive a message indicating whether or not the record was sent to the label print list.
   - If the system was able to send the record, the following message appears: Sent the record to the label print list [label print list name]. Click the label print list name to go to the label print list.
   - If the system was unable to send the record, a reason will be given.

From the LHR editor:
1. From the MARC 21 editor, scroll down to the LHRs accordion and click the Call Number for the LHR you want to send to a label print list. The LHR editor opens.
2. From the LHR editor, click Record > Change Display to Test View. The LHR Text View screen opens.
3. From the LHR Text View screen, click View/Edit. The Text view Item Details screen opens.
4. From the Text View Item Details screen, click Send to Label Print List. The Send Record(s) to Label Print List dialog window opens if you have more than one label print list.
5. From the Send Record(s) to Label Print List dialog window:
   a. Select the Label Print List Name to which you want to send the record from the drop-down list.
   Or
   b. Click the Label Print List Name drop-down list and start to enter the label print list to which you want to send the record. Auto-suggestions for label print list names start with the first keystroke in the text field. Once you find the label print list you are looking for, click the label print list name to select it.
6. Click Send. You will receive a message indicating whether or not the record was sent to the label print list.
   ◦ If the system was able to send the record, the following message appears: Sent the record to the label print list [label print list name]. Click the label print list name to go to the label print list.
   ◦ If the system was unable to send the record, a reason will be given.

Add multiple local holdings records to a label print list

Note:

- You can add up to 100 records to a label print list at a time.
- The Send to Label Print List button will only appear on the LHR search results screen until My Labels is available under additional WorldShare applications in future releases.

1. From the Data Type drop-down list, select **Local Holdings Records**.
2. From the Index drop-down list, select an **index**.
3. In the Term(s) text field, enter your **search terms**. The text field will expand to fit your search terms, if needed.
4. Click **Search**. The Search results page appears with the matching local holdings records listed in a table.
5. Select **one or more local holdings records** that you want to send to a label print list.
6. Select **Send to Label Print List...** from the Actions drop-down menu. The Send Record(s) to Label Print List dialog window opens if you have more than one label print list.
7. From the Send Record(s) to Label Print List dialog window:
   a. Select the **Label Print List Name** to which you want to send the record from the drop-down list.
   Or
   b. Click the Label Print List Name drop-down list and start to enter the label print list to which you want to send the record. Auto-suggestions for label print list names start with the first keystroke in the text field. Once you find the label print list you are looking for, click the **label print list name** to select it.
8. Click **Send**. You will receive a message indicating whether or not the records were sent to the label print list.
   ◦ If the system was able to send the records, the following message appears: Sent the records to the label print list [label print list name]. Click the label print list name to go to the label print list.
   ◦ If the system was unable to send the records, a reason will be given.

Add records to a label print list using barcodes

Note: You can add up to 100 records at a time when working in a label print list.

1. Navigate to **My Labels > Label Print Lists** to open the Label Print Lists screen.
2. Click the **Label Print List Name** to open the label print list to which you want to add records using barcodes.
3. From the Label Print List screen, click **Add Record(s) Using Barcode(s)**.
4. Scan or enter **barcodes**, separated by a space, comma, or line return, in the Add Record(s) Using Barcode(s) dialog window.
   Note: Commas and line returns are automatically converted to spaces.
5. Click **Add** to add the records to the label print list. The system will only attempt to add records for the first 100 barcodes entered.
View a label print list

On the Label Print Lists screen, you can select which label print list will be selected as the default when sending records to a label print list.

1. In the left navigation, click My Labels > Label Print Lists. From the Label Print Lists screen, you can:

2. Click the Delete row button (🗑) to delete a label print list. When you delete a label print list, any records on the list will also be deleted.

3. Click the Label Print List Name that you want to view. The Label Print List screen contains:
   ◦ The Label Print List Name and Description.
     Note: The Label Print List Name is required for a label print list.
   ◦ Two accordions:
     ▪ Records - View all records that were added to the label print list and delete labels as needed
     ▪ Layout - Preview how labels will look and make additional edits