My Labels

You can create spine labels from information in an MARC 21 WorldCat bibliographic record or a local holdings records. Your list of labels is only viewable by you and not by other users in your institution.

• **About My Labels**

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  Discover how to navigate the My Labels interface in WorldShare Acquisitions.

• **Label Print Lists**

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  The Label Print Lists screen allows you to create up to 100 label lists as well as edit, preview, and print labels.

  ◦ 1. Create a label print list
  ◦ 2. Add records to a label print list
  ◦ 3. Edit a spine label
  ◦ 4. Select the starting position for a label print job
  ◦ 5. Preview labels
  ◦ 6. Print labels
  ◦ 7. Delete records from a label print list

• **Label Templates**

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  Label Templates allow you to create up to 25 customized label templates where you can set preferences for label format, page and label margins, font styles and sizes, and content types for the data on your labels. Your list of label templates is only viewable by you and not by other users in your institution.

  ◦ About label templates
  ◦ Create an A12360 label template
  ◦ Create a Custom label template
  ◦ Create a Custom Label Set template
  ◦ Create a L7651 label template
  ◦ Create a SL4 label template
  ◦ Create a SL6 label template
  ◦ Create a SLB label template
  ◦ Create a SP1 label template
Edit an existing label template

- Delete an existing label template