

Printable Materials Supply List

Genesis utilizes standard sized Spine labels, Barcode labels, Combination label sets and Catalog Cards. These materials are available and can be purchased from most any library supplier and in some cases office supply stores; (Office Depot, Office Max, Sam's Club) we have chosen one supplier to reference these materials through, Demco or Gaylord is well known in the library industry. In some cases we have referenced some other alternative materials and product numbers; all of these items have been tested and are compatible with Genesis. Use the label size to determine a match as product numbers change. For your convenience the following list of items and Item numbers are referenced from Demco or Gaylord Review Materials on-line at this Web Link: <http://www.demco.com> Reference: Located on the Main Menu select "Library Supplies" and then select Bar Code (Labels) or Label Protectors.

Laser Printer Label Stock

Catalog Cards for laser printers only, four cards 3"x5' (laser cut) on each sheet

Item # 44-0249 - Lt. Wt. Pale Cream

Item # 44-0250 - Med. Wt. Pale Cream

Collection & Borrower Barcode labels, Laser stock - 30 labels (3 x 10, 2 5/8"lg. x 1") to a sheet

Item # 16-0751 -Thirty labels (3 x 10, 2 5/8"lg. x 1") to a sheet

Also available from Maco and Avery

Item # ML-3000 – Maco (standard address label)

Item # 5160 – Avery (standard address label)

Demco Foil Circulation Labels 1" x 2 5/8", 3,000 Labels

Item # WS14217330

Demco Paper Circulation Labels 1" x 2 5/8", 3,000 Labels

Item # WS14218050

Dummy Bar code Labels, Laser stock - 30 labels (3 x 10, 2 5/8"lg. x 1") to a sheet

Item # 16-0751 -Thirty labels (3 x 10, 2 5/8"lg. x 1") to a sheet

Also available from Maco and Avery

Item # ML-3000 – Maco (standard address label)

Item # 5160 – Avery (standard address label)

Item # 5167 – Avery (standard return address label) Eighty labels (4 x 20, 1/2 x 1 3/4 lg.) to a sheet

Demco Foil Circulation Labels 1" x 2 5/8", 3,000 Labels

Item # WS14217330

Demco Paper Circulation Labels 1" x 2 5/8", 3,000 Labels

Item # WS14218050

Collection Combo Spine and two Barcode labels

Item # WS14216180 – Paper Processing Labels 7/8" x 1" Spine, 1,200 Labels

Item # WS14217110 - Foil Processing Labels 7/8" x 1" Spine, 1,200 Labels

12 label sets to a page.. caution lengthy Call No. descriptions will not be compatible with this choice.

Collection & Borrower and Combo label protectors

Item # WS13406090 - Glossy Label Protectors UV Inhibitor. 1 1/4" x 2 3/4" 500/ROL

Item # WS13404010 - Glossy Label Protectors 500/RL UV Inhibitor 1 1/2" x 3 1/4" Item

Spine Labels **"Requires setup"** for earlier GENESIS releases – by Demco

** 55 labels to a page, 5 x 11 to a sheet, 1 1/2" x 29/32" – WA14216170, 5500/box

** 50 labels to a page, 5 x 10 to a sheet, 1 1/2" x 1" (Rounded) – WA14942260, 5000/box

** 90 labels to a page, 9 x 10 to a sheet, 1" x 3/4" – WA14217700, 9000/box; caution lengthy Call No. descriptions will not be compatible with this choice.

Borrower Photo I.D. Library Membership Cards

Printable by LaserJet printers.

Item # WS15462210 - Create-your-own Perforated Patron ID Cards 1000/PKG

Avery Item # 5371

Ordering MARC records and labels Materials

When ordering materials from a book vendor, use the following information as a basis to create an ordering profile

- **Material Bar Code:** Genesis produces Code 3 of 9 or Code 39 with no check digit, Bar code labels.
 - Bar code number lengths can be up to 18 numbers for Genesis.
 - Genesis can interpolate any bar code symbol such as Codabar, Code 2 of 5 or standard UPC formatted symbols without check digits.

- **Material Holdings:**
 - Order from your vendor all new materials including the Holdings information within the Standard 852 tag format, Genesis will Import holdings contained within the 852 tags.
 - When ordering materials request the entire Call Number to be placed within the 852 h Tag and Subfield.
Example 001.54 SIL or F MIN
GENESIS can also interpret multi part 852 Call Numbers as well as LC Call Numbers.

- When placing library book orders with your supplier always ask that your new purchased materials be separated by Circulation code. Regularly circulated items should be requested to be within their own import file separated from specialized materials like Reference items, Video Items and E-book MARC records that would use a different circulation code. This will simplify the Importing process and the use of Globally adding of holdings information through import. Saving you from extra editing.
 - Purchasing library items that are not pre-numbered or labeled with a barcode label and the MARC record does not have a Barcode number and other holding information pre-assigned is not a problem for the Genesis library program. Genesis can auto number and assign the Holding/Copy information during the import process of MARC records that do not have this information.

- **Printing Labels**
 - Label printing of Collection & Borrower Bar code, labels or Spine, Shelf List, ID Cards or Combo (combination of two book and one spine label) or Dummy labels is accomplished using the BackOffice Menu of Genesis.
 - Select the Menu item named Create Labels
 - Here you will find these choices, printing of Collection labels, Spine Labels, Shelf List cards, Borrower ID cards and Combo Labels usually requires the items to be printed have the record tagged. Tagging is an essential part of the Genesis program as it provides the user the ability to be precise as to what will be Previewed and then printed.