

Guilford County Schools

Library Media Services Department



Printing Spine Labels for Cataloging

Printing Spine Labels	
Go to Destiny Back Office > Reports > Library Reports	Reports My Favorites Library Reports
Click Spine/Pocket Labels	Labels Barcode Labels - Create n Reading Program Labels - Spine/Pocket Labels - Cre
Enter the settings for the report • Sort by ◦ Choose between call number order or the order books were added to the catalog • Based on ◦ Barcode list requires scanning in the barcodes to a list or attaching a .txt file ◦ Date/Time will pull all copies added within a specific timeframe ■ Barcode list is helpful when printing replacement spine labels ■ Date/Time is best when print spine labels for new cataloging • Copies Added ◦ Scan in barcodes if using Barcode list in Based on ◦ Enter date/time if using that in Based on • Label Stock ◦ Select the appropriate template for the label you have on hand ◦ You are limited to the templates loaded in Destiny • Printer offset ◦ Horizontal : 18 and Vertical : 18 will move the call number toward the center ■ Fully centering the call number is not possible • Call number font size ◦ Select what is preferred for your site • Spine Labels ◦ Click the box to “Start a new line at every space”	

Create spine/pocket labels...

Sort by Call Number ▼

Based on Date / Time Copies Added ▼

Example times: 8:00 AM, 4:00 PM

Copies Added From date: 7/16/2025 31 time: 8:00 am
To date: 7/16/2025 31 time: 10:00 am

Output Options ☐ Export to Excel®

☒ Use label stock

Label Stock Demco 5 by 10 - 14942270 (spine) ▼

Start on label 1

Printer offset Horizontal: 18 Vertical: 18

Call number font size 10 pt ▼

Spine Labels ☒ Start a new line at every space

Click Run Report

Run Report

Click View next to the report once it has run to open the file for printing.

Spine/Pocket Labels

Completed
(7/16/2025 10:54 AM)

[View](#)

To ensure proper alignment of the labels when printed be sure that the Scale is set to Default and Paper Size is set to Same as Original.

Help and Questions

Please contact the Library Media Services Department for assistance with Destiny.

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