The Great Print Template Caper

HOW I LEARNED TO MAKE MY OWN PRINT TEMPLATES, AND YOU CAN, TOO!



WHY MAKE AND USE PRINT TEMPLATES?

Saves time

Increases accuracy

Saves time

Legibility

Saves time

FIGURING OUT THE HOW-TO

Call around

Check the III website

Download iReport editor

Steal ideas from others

Export from Sierra

WHERE WE STARTED - ROUTING SLIPS

Colorado Marmot Prospector Return Correspondence Use Library Courier Code Only Routing Circ Library ☐ OCLC ☐ S TO From: Attn: C730 C570 ☐ AspenCat Slip Courier SWIFT

Questions, Problems, Suggestions? Contact the Colorado Library

Consortium (CLiC) Phone Toll-free:

888-206-2695

E-mail:

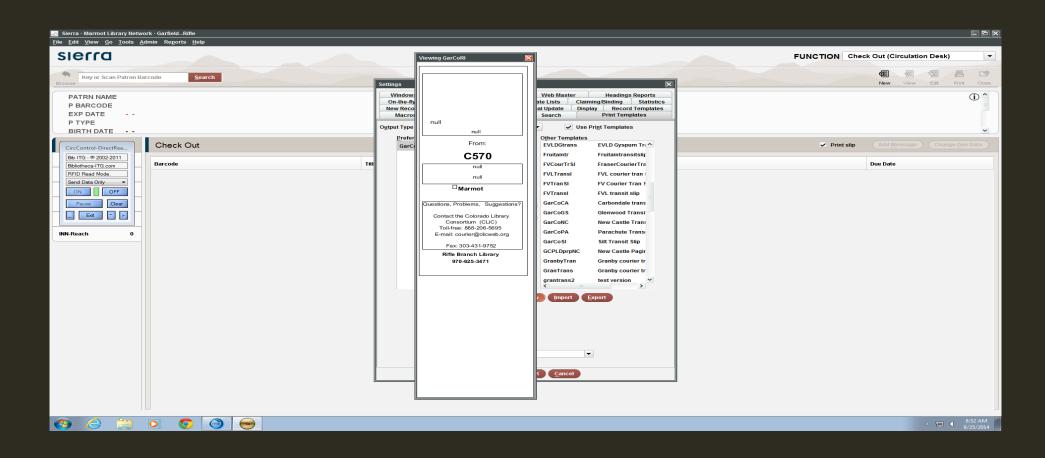
courier@clicweb.org

303-422-1150 Fax:

303-431-9752

Routing Slip Revision: 2007-06-01

ROUTING SLIP IN SIERRA



ROUTING SLIP SUCCESS

C570

Marmot

Garfield Rifle Branch C570

Thu Aug 21 2014 12

From:

C558 Palisade

Totally awesome rubber band

1090060525441

Questions, Problems, Suggestions?

Consortium (CLiC)

Contact the Colorado Library

Toll-free: 888-206-5695

E-mail: courier@clicweb.org

Fax: 303-431-9752

Mesa County Public Libraries 970-243-4442

LEARNING THE I-REPORT EDITOR

Preview and print your holds in other templates for ideas

Export into iReport editor

Cut and paste into your template

Save to your computer

Import into Sierra

Preview to make sure it works

NEXT PROJECT — HOLD SLIPS

Hold Ready Slip

Patron name:

Shelley, Amelia

Item barcode:

1220005259358

Title:

Harry Potter and the Half-Blood Prince /

K. Rowling; illustrations by Mary GrandF

Author:

Rowling, J. K.

Call number:

J ROW HAR

Pickup location:

Garfield Rifle Branch C570

Pull date:

Sun Jun 01 2014

Hold note:

970-625-4270

Patron Phone:

Patron email

amelia.shelley@gmail.com

HOLD SLIP STALKING

Smoky Hill

Sat Jun 28 2014 11:10AM 31393023158415

BICK

NIC

Smoky Hill p10611666

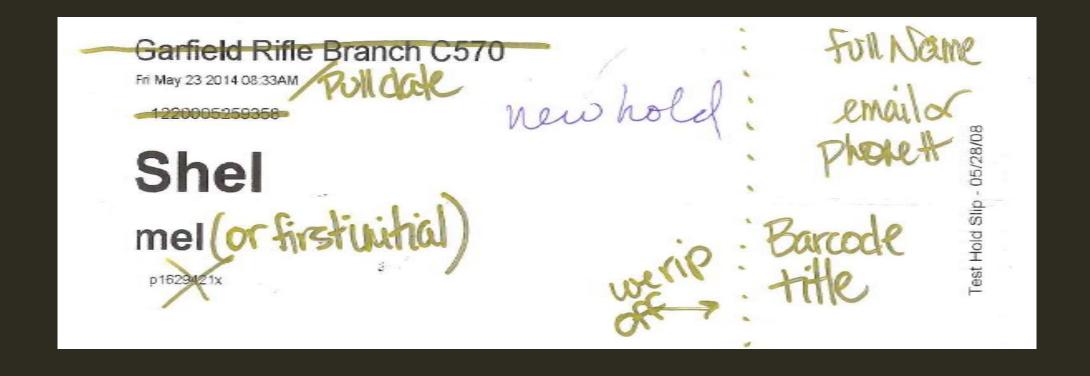
hunters: The Super Sidewalk Sale will feature great deals on a variety of gently loved books and media . Hly 11-Book lovers and bargain in front of Southglenn 6972 S. Vine St

super-sidewalk-sale

arapahoelibraries.org/

Arapahoe Library District arapahoelibraries.org 303-LIBRARY

HOLD SLIP DISSECTION



HOLD SLIP SUCCESS

Call number:

Pickup location.

Carneld Rifle Branch C570

F GROSSMAN, LEV

Thu Aug 28 2014

Author:

Grossman, Lev.

Item barcode:

31526080093385

The magician's land : a novel / Lev Grossman.

Patron name:

Shelley, Amelia

Hold note:

Patron Phone:

Patron email

970-625-4270

amelia.shelley@gmail.com

Garfield County Libraries Friends of the Library **Book Sale & Silent Auction** Sept. 5 & 6 **New Castle Branch Library** 10:00 AM - 3:00 PM

Thu Aug 28 2014

SHEL

DATE DUE RECEIPTS

Current Check-Duts summary for Shelley, Sun Sep 07 11:34:00 MDT 2014

BARCODE: 1220005153952

TITLE: Real simple.

DUE DATE: Sep 15 2014

Date Due Slip

Rifle Branch Library

Need to renew? 970-625-3471 www. gcpld.org

Created Equal
Discussion Series
starts
Oct. 6 at 6:30 pm
Sign up now!

TITLE

Real simple.

BARCODE

1220005151936

DUE DATE

09-14-14 00:00AM

TITLE

Real simple.

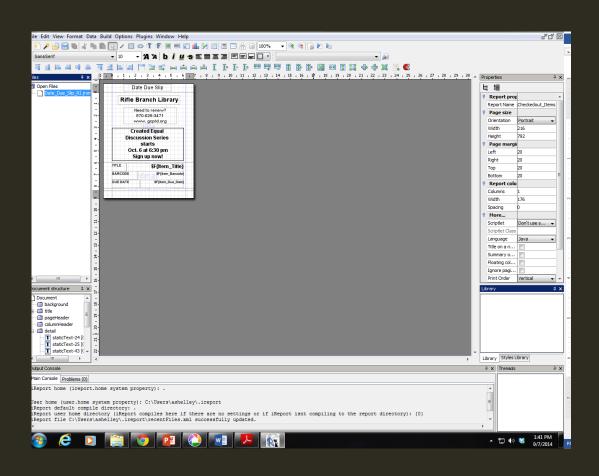
BARCODE

1220005152775

DUE DATE

09-14-14 00:00AM

I-REPORT - TRIAL AND ERROR



SECRETS TO PRINT TEMPLATE SUCCESS

Be fearless

Keep trying

Clean up after yourself

Don't delete other's templates

Share what you learn