Labeling in the Millennium Cataloging Module
STAFF MANUAL

(Caveat: The instructions below will only work with LC Call Numbers at this time; instructions for Non-LC Call Numbers are in development)

Before you begin labeling for the first time, make sure you have:

- cleared your jarcache folder (see Appendix A)
- the appropriate authorizations AND setup (see Appendix B of this document for further information)
- and make sure you’re using the following label stock:

1. Login to the Millennium Client.
2. In the index field, select **Barcode** from the drop down menu:

3. Click on the empty index field and **wand the barcode** and press search (some barcode wands may hit search automatically). You should now be in the **item** record. Make sure that the **bib** portion matches the book you want to label and check to see that the **barcode** and **Label Location** are correct. The **Label Location** should correspond to the old 4 character location code.
4. Go to Tools → Queue Spine Labels to Print → Queue 1*

*You may choose any queue; multiple queues are provided for your convenience. Here, we’ve used Queue 1 because it’s easiest to remember. Always remember which queue you selected.

5. Close the record:

6. Repeat steps 2-5 as needed. Remember that each sheet has 48 individual labels, so you might want to do them in multiples of 48. If you’re working on more than one project at a time, you may want to use an additional queue.
7. When you are done queuing labels go back to the search screen and select Tools → View Spine Label Queues:

A list of the records you’ve queued will show up on the screen.

8. To preview your queues before printing, press Print Preview:

A preview window will popup displaying the queued call numbers as they will print on the spine label:

Keep an eye out for “ERROR” messages and call numbers that are cut off. Please Refer to Appendix C for instructions on what to do when you encounter an error.

9. To print, press Print at the bottom of the window:
10. The following window will pop up:

![Print Spine Label](image)

Click on **SpineLabel** and press select.

11. Your labels will print and you should receive the following message:

![Printed successfully?](image)

**Yes** will clear the queue.

**No** will leave the queue available until you close your session.
Appendix A: Clearing the Jarcache Folder

If you are using the Millennium Labeling Program for the first time, you must complete the following steps. You may be asked to clear the Millennium jarcache folder periodically as updates become available. **Make sure you've closed the Millennium Client before you clear the cache.**

1. On the desktop, double-click on the **My Computer** icon:

2. Next double-click on the **C: Drive**, which is usually labeled “Programs”:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Total Size</th>
<th>Free Space</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAMS (C)</td>
<td>Local Disk</td>
<td>65.1 GB</td>
<td>46.2 GB</td>
<td></td>
</tr>
<tr>
<td>DATA (D)</td>
<td>Local Disk</td>
<td>83.8 GB</td>
<td>66.8 GB</td>
<td></td>
</tr>
</tbody>
</table>

12. Then double-click on the **Millennium** Folder:

13. Double-click on the **jarcache** folder:
14. Click on Edit→Select All:

![Image](jarcache.png)

6. Click on File→Delete

![Image](jarcache_delete.png)

The following message will appear:

![Image](confirm_delete.png)

7. Click on “Yes” to clear the jarcache folder.
8. Restart Millennium. The new jarcache files will automatically be downloaded to the jarcache folder.
Appendix B: Authorizations and Initial Setup

Before you begin, you must follow the initial steps to prepare your terminal for spine label printing from Millennium:

If you are unable to access the following options, then you most likely do not have the appropriate authorizations. To request the correct authorizations contact the systems office and ask for Millennium authorizations 282 and 283.

Once you are sure you have the correct authorizations, go through the following steps to setup your terminal:

1. In the Millennium search screen click on Admin and select Settings:

2. In the Settings pop-up window, click on the Print Templates tab:

3. From the Print Templates frame, select Spine Label as the Output Type:
4. Next, mark the check box next to **Use Print Templates**:

![Print Templates screenshot](image)

5. At the bottom of the Print Templates frame, select **Always prompt for template** from the **Select Template** dropdown menu:

![Select Template dropdown](image)

6. Finally, Click the Save Settings button to make print templates available for future sessions.

![Save Settings button](image)
Appendix C: Spine Label Errors

The following document contains a list of known label errors that can occur in Millennium. Also included are procedures on how to correct simple errors, and a guide on where to route more complex errors.

Spine Label printing in Millennium takes place in the item record. Errors in the item record will often produce incorrectly formatted labels.

The following is a list of known errors in the Item record:

1. Volume information duplicated in the 090 and the v-tagged variable length field (volume). If call numbers are formatted in the following way the label will print with the word “ERROR” at the top. These should be routed to the attention of the Data Control Unit in Technical Services:

<table>
<thead>
<tr>
<th>Call No.</th>
<th>090</th>
<th>PS1305.A2</th>
<th>bB53 1985 v.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume</td>
<td>v.2</td>
<td>CATALOGING TEST RECORD</td>
<td></td>
</tr>
<tr>
<td>OPAC Note</td>
<td>ENVI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Prints as:

   ![Label Image]

   2. Incorrectly formatted 090s (i.e. missing and misplaced delimiters):

<table>
<thead>
<tr>
<th>Call No.</th>
<th>090</th>
<th>PN2471M34 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode</td>
<td>C096619499</td>
<td></td>
</tr>
<tr>
<td>Label Location</td>
<td>MAIN</td>
<td></td>
</tr>
</tbody>
</table>

   Although the label does not print out with the ERROR message, the label is still formatted incorrectly:
Please route this type of error to the Data Control Unit.

3. Missing or omitted I-tagged variable length field (label location):

   If the Item record is missing the label location code, the call number will print without a location:

   This type of error can be corrected at the shelving location by adding an I-tagged variable length field and the appropriate four character location code.

4. Call numbers longer than 8 lines are cut off. This often happens when you have a very long and complex call number, such as those containing series, copy, and volume information:

   AND
Will produce the following Label:

HD
31
C3432
2001
ser.2
v.1
no.3
c.2

As you can see it’s missing the rest of the call number which includes the four letter location code. In this case the label will have to be produced manually in Microsoft Word using a Brodart label template. This can be done at the shelving location.

5. Label location is not capitalized. If the label location is not capitalized in the Item Record, the label location will print out in lower-case letters:

Prints as:

HD
31
C3432
2001
ser.2
v.1
c.2

This error can be fixed at the shelving location by replacing the lowercase letters with capital letters in the item record.

6. Initial Classification or Cutter letters are not capitalized:
This will produce the following label:

```
ps
1305
A2B53
1985
c.11
MOFF
```

As you can see, this not only produced a label with a lowercase class, but the error also omitted an essential carriage return after the first Cutter. This can be corrected at the shelving location by replacing the classification in Item record with capital letters.

Another problem occurs when Cutters are not capitalized:

```
Call No. 090 0 PS1305 a2|bB53 1985
Item Field 945 |817|920030714|aPS1305.A2|bB
Barcode C044989003
Label Location MOFF
```

This produces a label with an error message as follows:

```
ERROR
ps
1305
c.11
MOFF
```

This error can be corrected at the shelving location by replacing the lowercase text with capital letters.

*If you find any errors that are not covered by this document, please contact Robert Smith, Jr. directly at rsmith@library.berkeley.edu and he will try to assist you as soon as possible.*

Written and prepared by Robert Smith, Jr. with Revisions by Tonette Mendoza

2009 Technical Services Department

Rev. 6/2/09