# AFO 432 - Print borrower address labels

### 432.1 Introduction

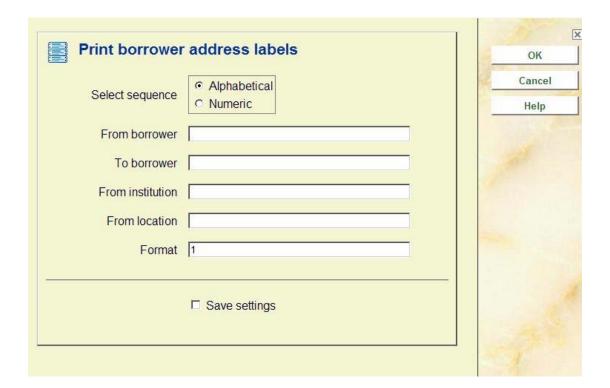
From AFO 432 you can print borrower address labels according to parameters defined in AFO 482 – Circulation parameters: Borrower administration – Borrower labels.

Borrower labels can be printed via:

- AFO 431 ('Borrower administration'). Prints a label for the individual borrower according to format 1 as defined in AFO 482 – Circulation parameters: Borrower administration – Borrower labels.
- AFO 432 ('Print borrower address labels'). The system prints a label for one or more borrowers, according to any format defined in AFO 482 – Circulation parameters:
  Borrower administration – Borrower labels. The selection of borrowers for whom a label will be printed is either alphabetically or numeric. Any format defined in AFO 482 has a unique number.

### 432.2 Print borrower address labels

After choosing this option the following form will be displayed:



#### Fields on the screen

**Select sequence:** Select the printing sequence:

- Alphabetical to select borrowers based on their names
- 'Numeric to select borrowers based on their original barcode number.

**From borrower:** enter the starting point for the selection:

- Alphabetical enter part of the name of the first borrower in the sequence that you want to print.
- Numeric enter the first borrower barcode number in the sequence that you want to print.

**To borrower:** enter the end of the selection that you want to print:

- Alphabetical enter part of the name of the last borrower in the sequence that you want to print
- Numeric enter the last borrower barcode number in the sequence that you want to print.

**From institution:** enter the institution code from which you wish to select the borrowers. If this field is left blank your workstation's institution will be used.

**From location:** enter one or more location codes, separated by commas, from which you wish to select the borrowers. If this field is left blank your workstation's location will be used.

Format: enter the number for the format in which the labels should be printed.

Each format defined in AFO 482 – Circulation parameters : Borrower administration – Borrower labels has a number.

After entering these details the system will switch to the standard procedure for output.

## Document control - Change History

Version	Date	Change description	Author
1.0	May 2008	creation	