



## RCQG Online Library Instructions

Go to our RCQG website: [www.royalcityquiltersguild.ca](http://www.royalcityquiltersguild.ca)

→ Resources → Library / “Royal City Quilters’ Guild Library Thing account” or “Library Catalogue”

### OUR BOOK COLLECTIONS:

As of April 2023, we have 400+ library books that are catalogued in an online program called **LibraryThing** and are sorted into the following **Collections**:

1. Appliqué
2. Art (includes surface design, embellishments, crazy quilts)
3. Colour & Design
4. Curves, Stars, Paper-Piecing
5. Easy, Beginner
6. Free Motion Quilting, Machine Quilting, Hand Quilting
7. Home (includes Accessories, Christmas, Children, Misc.)
8. Instructional (includes Techniques, Quilt as you Go, Borders)
9. Landscape, Portraits, Photos, Memory
10. Log Cabin, Bargello, Pineapple, Geometric, Kaleidoscope, NY Beauty
11. Miniatures, Missouri Star BLOCK
12. Modern
13. Permanent (some permanent books are in specific totes if applicable)
14. Precuts
15. Scrappy

Each Collection of books is stored in a clear tote, labelled with the *Collection* name on the front. Books and patterns for sale plus all library totes will be out at every in-person guild meeting. *Some totes may* be at our sewcial events.

Please speak to a library committee member if you can’t find a specific book. It may have been borrowed or is *missing* from our collection.

Books borrowed are to be returned at the next guild meeting. If you cannot return books please contact your librarian prior to the next meeting.

## VIEWING BOOKS in our ONLINE CATALOGUE:

Top left, under **rcqg**, click on “**All collections**” to see the list.

- a. You will see all the *Collections* listed. You can leave your choice as “All collections” or click on a *Collection* you want to see. *Note*: Some books can fit into more than one *Collection* but one theme was chosen for the purpose of this list.
- b. Next header - You can view the **List** or look at all **Covers** or **Tags** by choosing one.
- c. **STYLE** - “Member” will be highlighted. The columns will show a picture of the book cover, Author, Title, Tags and Collection.
- d. **SORT by Collection**: Click “All Collections” (top left) and choose a Collection. Then you can sort each column as explained next.  
To return to the full list, at any time, click “All Collections” in that drop down menu.
- e. **SORT by Author, Title or Tags**:  
Author and book titles are automatic entries by the system.  
Tags are comments made by the librarian to give you more results when you search for a specific theme.  
You can sort the list by Author, by Title or by Tags as follows.  
Click once on the column header to sort that column in alphabetical order. If you click a second time, you can sort the column in reverse.

## SEARCHING our ONLINE CATALOGUE:

You can search the catalogue by author, title, tag or collection.

There are two search boxes top right of the website. The top one searches the whole LibraryThing catalogue.

To find RCQG books you must use the search box labelled “Search This Library”. Type in a word such as appliqué. After that, you will notice that Search: appliqué will be at the top of the list. Press ‘x’ to return to the full list or click “All Collections”.

### Other Comments:

You can make the view smaller or larger on a PC by pressing “Ctrl” and scrolling your mouse up to enlarge the font size or down to reduce the font size.

Thank you so much for using **your** library. Hopefully these Instructions will help you to maneuver the online library list and realize that we have quite an awesome collection of books.

Please contact your current librarian if you have any comments, suggestions or requests.