



RCQG Online Library Instructions

Go to our RCQG website: www.royalcityquiltersguild.ca

→ Resources → Library → "Royal City Quilters' Guild Library Thing account"

OUR BOOK COLLECTIONS:

Our books are sorted into the following **Collections**, both in the online library and in individual totes at the physical library.

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

Books are available to borrow at all in-person events at Community Living. Each Collection of books is stored in a clear tote, labelled with the *Collection* number and name on the front and placed out in numerical order. To borrow a book, write YOUR NAME and the DATE BORROWED on the card inside the cover and place it in the "Borrowed Today" box on the table.

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 are to be returned at the next in-person event at Community Living. Place your books returned in the tote labeled "Book Returns". There is a small fine of \$1 per book per month if not returned. If you cannot personally return books feel free to contact your librarian for options to return your books.

VIEWING BOOKS in our ONLINE CATALOGUE:

Top left, under “rcqg” & “Books” ensure the highlighted headers are “All collections”, “List” and “Member”

- a. You will be able to view all books, on many pages. If you click on something and the view changes, return to main page by choosing “All Collections/List/Member”. You can move from page to page by clicking *prev page* or *next page* or the page # on the right.
- b. **Headers:** Author, Title, Tags, Collections, Inventory
- c. **Sort by Collection:** Click “All Collections” (top left) and choose a Collection. Only the books in your chosen Collection will be listed. To return to the full list click “All Collections” in that drop down menu.
- d. **Sort by Author, Title or Tags:**
Sort one list in alphabetical order A to Z by clicking once on the header or Z to A by clicking again on the header. Tags are comments made by the librarian to give you more results when you *search* for a specific theme.
- e. **Inventory** – If a book is in our library, the Inventory circle will be green. If the book is missing, the circle will be pink.

SEARCHING our ONLINE CATALOGUE:

You can search our 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 including other libraries.

To find RCQG books you must use the white search box on the right labelled “Search This Library”. Type in a word or words such as jelly roll and press “Search”.

You will notice that Search: Jelly roll [x] will now be at the top left above the headers. Right above that you will see how many books were found. Press ‘x’ to return to the full list.

MAGAZINES

There may be magazines to borrow. Beside the magazines is a spiral notebook. Please write your name, the date you borrowed the magazine and the number of the magazine (see dot on top right of the cover). Magazines, as for books, are due back at the next in-person event at Community Living.

Item for SALE!

Books and patterns for sale will be out at every in-person event at Community Living. Some may have a price; otherwise your generous donation will go to the library to buy more books or supplies. Please contact your current librarian if you have any comments, suggestions or requests.

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