

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**:

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
14. Precuts
15. Scrappy

How to Borrow Books:

If you wish to borrow a book or books, please send the book name(s) with the author(s) to the Librarian (maryanne.rcqg [at] rogers.com). You will be contacted as to when and where to pick up your book(s).

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 4 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. **Column Headers**: Author, Title, Tags, Collections
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.

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.

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.

If you have any questions or comments don't hesitate to contact the Librarian.