

This presentation (the slides) and quick reference guide (the notes pages) describe the use of the catalog of the Reference Library of the Rocky Mountain Weavers' Guild (RMWG).

In summary, this Reference Library is a collection of weaving and fiber-related resources, created in 2000. Physical on-site access is for members by appointment only. Please refer to the yearbook or the librarians for more information.

In 2020, the decision was made to migrate the catalog to LibraryThing; the original hardware and software of were outdated. The slide shows some of its functions.

The following four slides will guide you through the basic functionality.

- Browsing
- Selecting and Sorting
- Searching
- Exploring

Click the hyperlink, under the slide title, to get started.

Note: This document does not cover the Circulation Library.

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When you access LibraryThing the very first time, it shows an empty catalog.

In the top left, use the pulldown button to select "All Collections".

A screen like the above should appear; its contents may be slightly different because the library may have been changed.

The library contains 550+ books; they are shown on pages of 50 each.

First, have a look at the column headings of the table.

Most columns are self-explanatory, such as "Author" and "Title."

"Call Number" is the column that contains the physical storage location.

"Comments" are written by your librarians and are specific for the library.

"Collections" and "Tags" are book groupings; they will be explained in the following slides.

Secondly, the table is currently in "Member" layout. This is the layout that is the best for our library.

Other layouts (A-E) are provided by LibraryThing but are not that useful.

(If you have a LibraryThing account, your settings will show).

## Browsing

- Use the scrollbar at the right to review a page.
- Use the page selector at the top to review other pages.

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Browsing can be improved by Selecting and Sorting.

## Selecting

Use the pulldown button at the top left to filter the catalog by "Collection":

- by main subject area (Shaft-Loom Weaving, Tapestry & Rugs, Textiles, Byways and Other Crafts), or
- by publication type (Books & Booklets, Periodicals, Study Materials, Miscellaneous).

[Ignore the Workbench collections, these are for the librarians].

# Sorting

Click the column headers (such as "Date") to sort the books in ascending order. Click again to sort in descending order.

Example: Most recent book in library: Books by Date in descending order.

Tip: Sort on "Title", then sort on "Author": Table will list books by Author and Title.

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Deed	Click [x] to move search	$\sim$	A twill of your choice: color and weave effect twills on two to eight harnesses, with computer drawdowns	1981	Loveland, CO: Interweave Press, 1981.	English,	Book > Paper Book > Paperback	173	weaving, patterns, textiles, color, twills Online: Arizona Archive	107 1
Shaft-Loom Weaving V Books & Booklets	NOO Handware	Wood, Irene K	16 Harness Patterns, The Fanciest Twills Of All: From The Weaving Notebooks Of Fred A. Pennington	1976	McMinnville, OR: Robin & Russ Handweavers, 1976.	English,	Book > Booklet	130	weaving, monograph, history, twills, patterns, 16 shafts Twills from 1750- 1850 Online: Arizona Archive	▲ 42 ♥ 0
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Are you interested in books that cover a particular topic or are about a particular thing?

## Searching

Step 1: Type your term in the library search box ("Search your library") at the right. Step 2: Click the search button.

Step 3: The search criteria should show at the left, number of items should show, and the table should be refreshed.

Step 4: When done, click the "x" to remove the search.

The search function is applied on most database fields, possibly even on some that are not displayed as column in the table.

If you want to perform a more specific search, then click the little arrow at the right for more options.

Librarians Tip:

Search with the term "online". Many of our old books are available online as well. Use the online resources to prevent unnecessary trips to the library and to protect our fragile books.

Exploring						
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LibraryThing contains a wealth of information based on the collective of the registered libraries.

#### Exploring

Many of the data elements are "clickable" and hyperlink to detailed information or refresh the catalog view.

Examples: click on a particular:

- Author: To show information about the author and other works.
- Title: To show information about the book.
- Tags: To filter the catalog (similar to Searching).

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This concludes this quick overview of the RMWG Library in LibraryThing. There are many more functions available: explore them yourself. And if you create an account (and register your library), then many more functions become available to you.

As for our library: we are continually updating the information, especially "Tags" and "Comments", in order to improve the accessibility of our library. Look forward seeing you in the library!