

## Library Tutorial

Welcome to the Library Tutorial page. Using the search feature to find books is very simple. To make the most of your search, following these guidelines will help you to locate a book, CD, or DVD quickly and efficiently.

When you first come to the library page you will already notice a list of books. These books are the most recent to be acquired by our library and will be listed in order as introduced with the newest books at the top of the list.

Notice that each book listing has three parts, title, author and classification, and will always appear in that order. To distinguish between the parts, the book title is written in bold print, the author's name is listed in regular type and the classification under which the book is categorized is written in lavender. Note that the author's name is listed by last name, followed by a comma, then first name, (this will be discussed later in the tutorial).

Sample

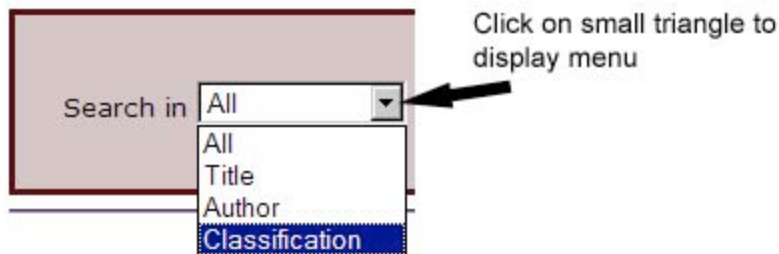
Title Author Classification  
**Fabulous Fat Quarter Bags** - Briscoe, Susan, Fat Quarters



A colorful collection of 14 fat-quarter friendly bags and accessories.

### Using the search feature to find other books.

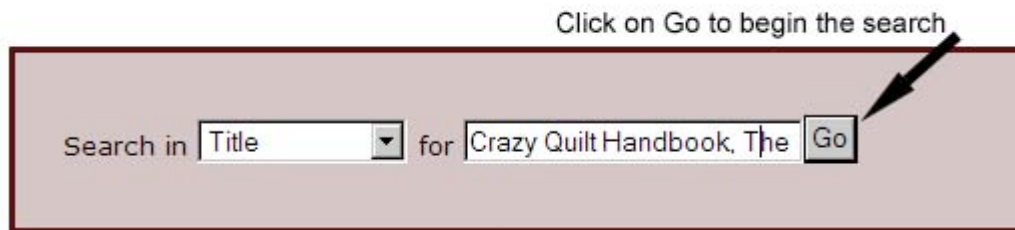
Books can be searched by Title, Author, or Classification using the drop-down box, simply click on the triangle next to the word "All" and a drop-down menu will appear.



### Search by Title

If you wish to search by title, choose the title option from the drop-down menu then type the name of the book in the blank area after the word "for." Any book starting with words, "The, A, or An," will be at the end of the title following a comma. For example, if

you were to search the book “The Crazy Quilt Handbook,” you would type “Crazy Quilt Handbook, The”, and then click on “GO” to begin the search. Please note: Even though many book titles use the ampersand (&) in the title, this program does not recognize the “&.” Therefore, when typing in the title of a book, be sure to use “and” instead of “&.” For instance: to find the book NEEDLES & NOTIONS type in NEEDLES AND NOTIONS.



For this example the search found 2 books with that name.

2 records found for your search for Crazy Quilt Handbook, The

Title/Author(s)/Classification(s)	Date Introduced
Crazy Quilt Handbook, The - Montano, Judith Baker, Embroidery	Dec 31, 1969
Crazy Quilt Handbook, The - Revised, 2nd Edition - Montano, Judith Baker, Embroidery	Feb 7, 2008

If you cannot remember the whole title of a book you can just type in a key word or phrase, like “Crazy Quilt.” This time the search found 11 books with “Crazy Quilt” in the name, the two books we found above plus nine more. Also note that when you perform a search, the books will show up in alphabetical order.

### Sample

11 records found for your search for crazy quilt

Title/Author(s)/Classification(s)	Date Introduced
101 Crazy Quilt Blocks - Causee, Linda,	Mar 7, 2002
Crazy Quilt Handbook, The - Montano, Judith Baker, Embroidery	Dec 31, 1969
Crazy Quilt Handbook, The - Revised, 2nd Edition - Montano, Judith Baker, Embroidery	Feb 7, 2008
Crazy Quilt Odyssey - Montano, Judith Baker, Embroidery	Dec 31, 1969
Crazy Quilts by Machine - Michler, J. Marsha, Embroidery	Nov 2, 2000
Crazy Quilts with Attitude - Randle, Barbara, Embellishing	Dec 31, 1969
Hanky-Panky Crazy Quilts - Brick, Cindy, Embellishing	Sep 4, 2003
Magic of Crazy Quilting - Micheler, Marsha, Embellishing	Jun 1, 1999
More Crazy Quilts with Attitude - Randle, Barbara, Embellishing	Dec 1, 2005
Stack the Deck - Crazy Quilts in 4 Easy Steps - Alexander, Karla, Stack and Whack	Dec 5, 2002
Treasury of Crazy Quilt Stitches - Samples, Carole, Embellishing	Oct 7, 1999

## Search by Author

If you wish to search by Author, choose the “Author” option from the drop-down menu. Author may be searched by either last or first name. If you would like to narrow your search, you may type in both names, however, the last name must be first followed by a comma, then the first name. Usually just the last name of the author is sufficient. Please note that names must be spelled correctly for the search to find them.

Type in the name of author last name first followed by a comma

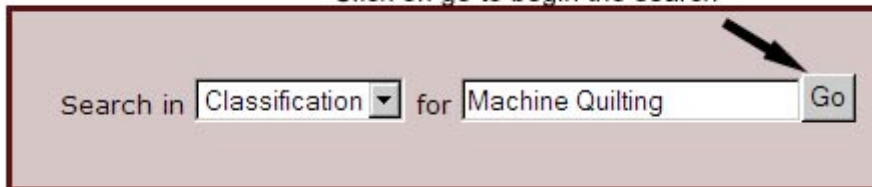


Search in  for

## Search by Classification

To find a book under a certain category, choose “Classification” from the drop-down menu and type in the classification name in the blank text area. For example, maybe you would like to find all the books in our library listed under “Machine Quilting.” This is what your search box would look like.

Click on go to begin the search



Search in  for

The search came up with 24 books for machine quilting. For fun, try typing in Applique, or Holidays, or Scraps, and see what books are listed in those categories.

For a complete listing of classifications, go down to the last page of this tutorial.

24 records found for your search for Machine Quilting

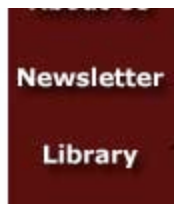
Title/Author(s)/Classification(s)	Date Introd
<b>Complete Book of Machine Quilting, The</b> - Fanning, Robbie & Tony, Machine Quilting	Feb 6, 1992
<b>Continuous Curve Quilting - Machine Quilting the Pieced Quilt</b> - Johannah, Barbara, Machine Quilting, Quilting Designs	Apr 7, 1994
<b>Continuous Line Quilting Designs-Especially for Machine Quilting</b> - Cody, Pat, Machine Quilting, Quilting Designs	Dec 31, 1965
<b>Create with Helen Squire - Hand and Machine Quilting - Dear Helen Series</b> - Squire, Helen, Hand Quilting, Machine Quilting	Sep 2, 1999

### **Miscellaneous Notes**

If you would like to see “all” the books in our library, choose “All” from the search box and leave the text area blank. Click on “Go” and search will list every single book in the library in alphabetical order. You may also choose “All” in the search box and type in a word or words in the text box, and search will look through “All,” Title, Author, and Classification.

The search feature is not case sensitive, which means you do not have to use capital letters when typing names of books, authors or classifications.

Feel free to experiment with the search feature and try all the different options, you cannot hurt anything. Most importantly, HAVE FUN!



To return to the original library page with the latest books introduced to the library, click on “Library” on the left hand navigation bar and you will return to the beginning Library page.

Hopefully this tutorial has answered any questions you may have, however, if you need further assistance in locating a book feel free to email Sharon Fry, our guild librarian, or ask for help after a meeting.