



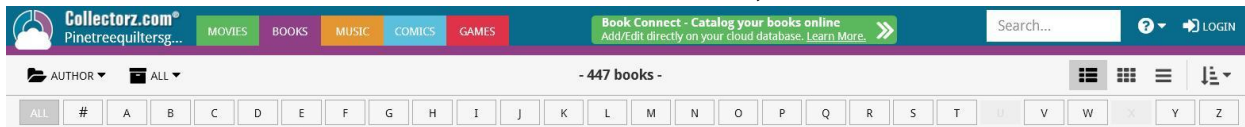
Everything you wanted to know about the Guild Library Website (or even more than you wanted to know)

Here is how you use the website that catalogues all the books and information of our Library website.

The first thing you have to do is type in the website address. There will be a link from the Guild website or you can do it yourself:

<http://cloud.collectorz.com/pinetreequiltersguild/books>

This is what the website looks like when it pops up. Looks confusing doesn't it. It's not. From this first look there's lots to look at, but it's not difficult to understand.



There is a search bar in the upper right hand corner. An “?” icon allows you to send a question to the web handlers. You will also see the login icon; this is for the people who manage the website. There is an alphabet bar for searching for a book by first letter of the title or the author.

The icons are explained as follows:



When you click on this you will have the following options to help you in your search:

- No folders

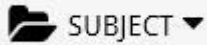
- Author
- Genre
- Format
- Subject
- Series
- Publisher
- Collection Status
- Rating
- Country
- Language
- Tag

The website has been set up so that you can search by author, subject, format (hard cover, paperback, etc.) and publisher. The other choices we are not using.



This icon explains the list of names on the left hand side of the site below the alphabet bar, see below.

[All Books]	41
Anderson, Faye	1
Armstrong, Carol	1
Baker, Marcia	1
Barnes, Natalie	1
Books, Lark	1
Boyce, Ann	1
Burch, Laurel	1



This icon lists all the subjects in the catalogue.

The same goes with Format and Publisher

The information under the icon is arranged alphabetically. If you want a subject (i.e. Celtic designs) you could arrange the list by changing author to subject. All subjects would show up, same with format and publisher.



This icon shows the folders available. "All" and "In Collection" are the same in our setup. At this time Wishlist is not being used. It's a place to capture items that the librarian might wish to add to the library.

Going across the top of the page is the number of books that are in your search criteria.

On the right side of the site we have the following icons:

The first three are how you view the screen. Experiment with how you want to use the screen by clicking on these icons.



This view is of the cover, the title and author and ISBN. This view is the most attractive and easy to use.




This view is just of the covers with no words.



This view is a chart of the titles, authors, ISBN, etc. No covers, just words



This icon allows you to determine what information you want to display on

your screen when you use the  icon. We have chosen to have author, title, ISBN, Publisher, Publication date , number of pages and added date (to the library).

You can change this to whatever you like by dragging items from the Available Columns list to the Selected Columns list and putting them in order of preference of your search. Be sure to click Apply at the bottom of the page.



This icon allows you to create sort fields, or different ways to search for a book. The easiest way to search is by title or author. For example if you want to look up an author, you would click on the icon and choose author and drag it over to the right side.

Available sort fields:

☰ Added Date	☰ Collection Stat...
☰ Condition	☰ Current Value
☰ Dewey	☰ Edition
☰ ISBN	☰ Index
☰ Issue	☰ LC Classification
☰ LC Control No.	☰ Location
☰ My Rating	☰ No. of Pages
☰ Owner	☰ Publication Da...
☰ Purchase Date	☰ Purchase Price
☰ Purchase Store	☰ Quantity
☰ Read	☰ Read Date
☰ Series	☰ Sub Title
☰ Volume	

Selected sort fields:

☰ Title
↓ ^A / _Z ASC ↓ ^Z / _A DESC
☰ Author
↓ ^A / _Z ASC ↓ ^Z / _A DESC

Apply

Bring over as many as you want. Put them in order by preference of your search. If you want to search by Title, make sure that "Title" is at the top. You can then use the alphabet bar to search by title. If you then decided to search by author, drag Author up to the top. If you make a change in the order or add a new search field, be sure to

click “Apply” at the bottom of the page. When you click on the alphabet letter, whatever sort field you have on top will be what comes up.




This is where you type in whatever you are looking for such as the title, or author or subject. For example, if you were looking for a book by a particular author or title you would just type it in and hit “enter”. All titles by that author or title will show up.

Now that you know what all the icons are for, let’s search for a book. Let’s say you want a book on Celtic designs. You have several ways to search for it.

You can use the Search box. You type “Celtic designs” in the search bar. Hit enter. All titles with “Celtic” and “designs” in the title will show up. If you narrow your search just to “Celtic”, just those with “Celtic” in the title will show up.

If you know the author you want, you can type that in the search bar, last name first, hit enter.

You can also use the icon at the far left , click on it to find the search that you are looking for, i.e. author, subject, format or publisher. Select subject. All subjects will appear and if you scroll down you will find Celtic.

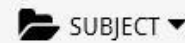
If you want to use the alphabet bar, you need to be aware of what you have on the top of the . If you have Author on the top, it will list books alphabetically by the author’s last name. Type “W” for instance, all the authors with a last name beginning with “W” will show up. If title is first, all books beginning with “W” in the title will show up. We had titles on top and clicked “W” on the alphabet bar and all books starting with “W” showed up.

Let’s have an example: I am looking for a book about Chefs and quilting. I know there is one, but don’t know the author or the title. What do I do?

I will go to my



icon, click on it to bring up

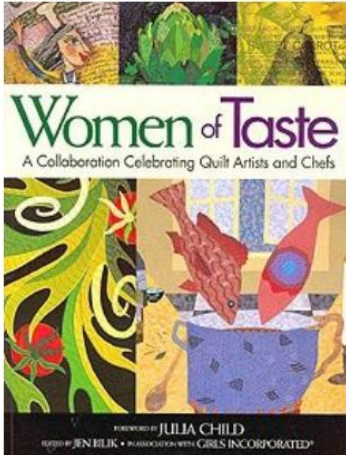


click on it

Search...

and then type in "Chefs" in . Click and this is what comes up. Just what I was looking for. Chefs who quilt.

Women of Taste: A Collaboration Celebrating Quilt Artists a Chefs - a collaboration celebrating quilt artists and chefs



ISBN 9781571200785

C&T Publishing (Sep 15, 1999)

Paperback / 112 pages / 10.9 x 8.5 inch / English

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Artistic Collaboration - Exhibitions. - United States / Food In Art - Exhibitions / Mo Exhibitions. - United States / Quilts - Themes

Find on amazon: [amazon.ca](#)



Collection status	✓
Index	#570
Purchased	Mar 15, 2015 at Joanne Kourtz for 20.00
Current	condition: Donated
Read It	Yes
Owner	Pine Tree Quilters Guild of Muskoka
Quantity	1
Added	Jul 31, 2015

Plot

Conversations between fine women quilt artists and prominent women chefs or restaurateurs inspired the wonderfully imaginative contemporary quilts seen in this book and featured in a two-year Smithsonian exhibition currently traveling around the USA.

Women of Taste: A Collaboration Celebrating Quilt Artists and Chefs - a collaboration celebrating quilt artists and chefs at Core for Books

You have information such as the title of the book, the ISBN number, the index # which is where will find it on the library shelves, when and from whom and how much it was purchased, who owns it, how many copies and when it was added into the library and the plot or synopsis.

There you go; you have just discovered how to search for a book in the Pinetree Quilters Guild Library. Enjoy!