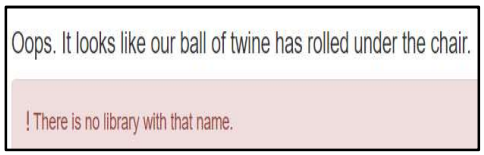
How to use TinyCat
Des Moines Area Quilter's Guild's online book catalog

On your computer or phone, go to this link: **librarycat.org/lib/dmaqg2022**
Please type this entire link – a portion of it will cause you to get to the wrong place.

If you make a typo, you get a cute little "catty" message: Retype it correctly.



The WELCOME page:

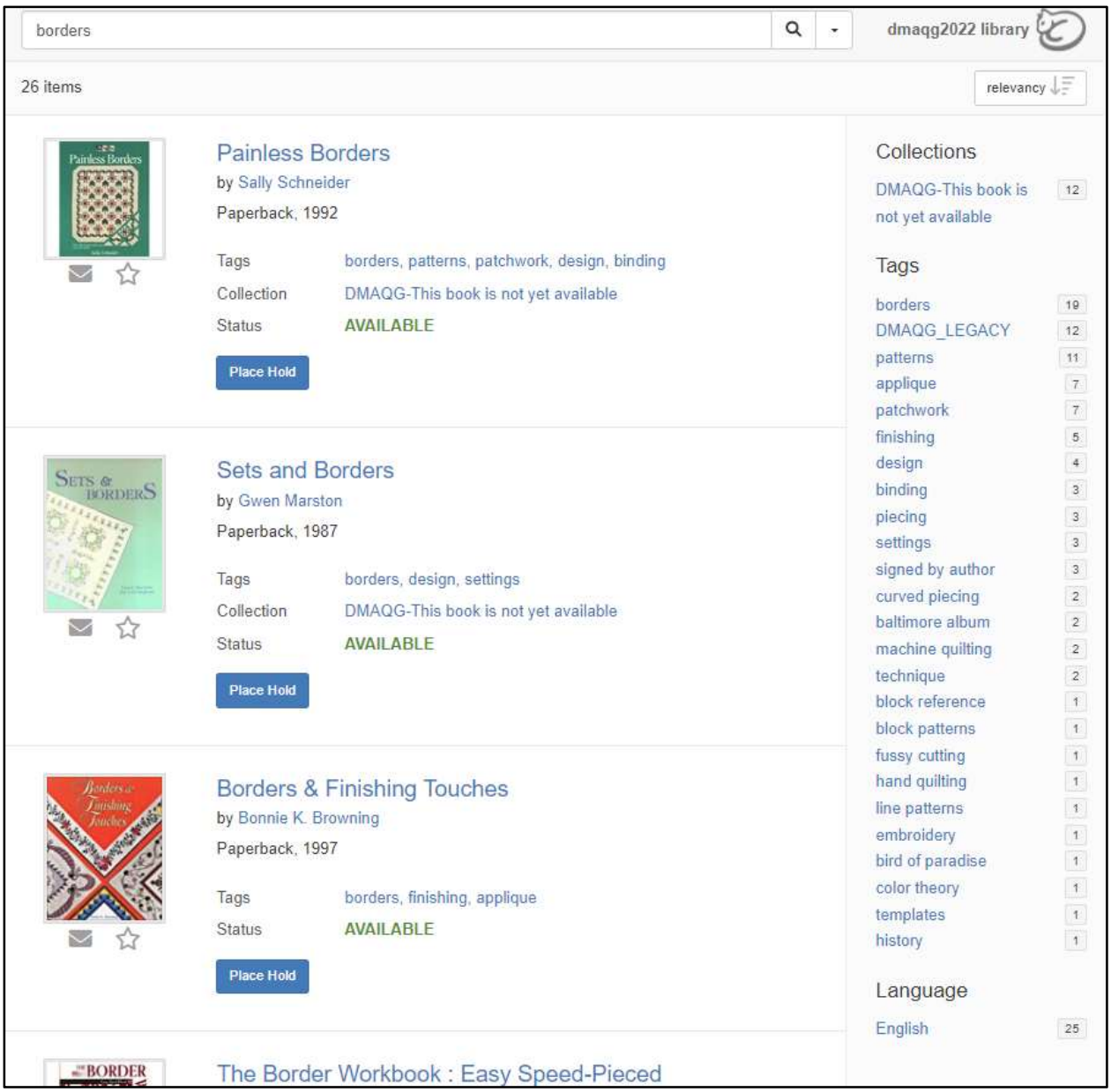
Enter a quilting related term you want to search for into the empty box.

When you see a list of books, you will note that on the right side, there are other terms you can click on to narrow down your list.

In the example on the next page, the search word was "borders". 26 items were returned. If you only wanted to see the books that also had applique in them, you would click the word "applique" on the right, and it would narrow the result to 7 books.

A note about some of the notations we are using:

- **DMAQG – This book is not yet available**. Coming Soon! We have acquired the book, but it is going through the process to get it onto the library shelves, and is not ready to be checked out.
- **DMAQG_LEGACY**. A book that has a special quality that we will keep permanently on our shelves. It could be a book written by one of our guild members, or a book considered by the quilting community as a valuable reference book, or a book written by a legendary quilter. These are available for checkout.
- **Status**. This indicates the "check-out" or "hold" status of a book. You can still place a hold on a book if it is checked out, or if it is on hold. You will be placed on a waiting list in the order that the holds were requested. (Please note that, even if it says "Available", if the book is in the "DMAQG – This book is not yet available" collection, we are still processing the book.)
- **Tags**. These are descriptive words that indicate some of the quilting concepts represented in the book. We've tried to include what you would most likely wish to search for, but if you use a book, and think we have missed an obvious topic, please let the librarians know! We hope that this "tag list" gets better over time as you provide input and ideas for this list!



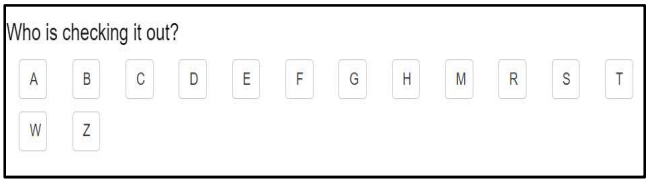
Once you decide on a book you would like to check out, click the blue "**Place Hold**" button next to the book.

The password for EVERYONE is **dmaqgpatron**

The good news is you only have to type that in the first time. After that, when you go to the password, a little box will show up with the password and you can click the little box. Then click the blue button: Okay.

Next, identify yourself so we know who wants the book!

Click on the letter of your last name.



Find yourself in the list and click on your name

It asks you to "Confirm" or "Cancel" your request.

Yay!
Here is the "green light" that the book is held for you!
Click the "OK" button.

You will get an email from TinyCat confirming what you put on hold.

There are additional search buttons and actions. For example, in the "Search" bar, there is a down arrow on the right hand side. If you click it, you can enter many other things to help you search for a book on a topic you want.

And, see the little box under the cat that says "relevancy"? If you get a huge list of books for your search, you can sort the LIST of those books by several things.

When you have finished using TinyCat, close the browser window.

At the next guild meeting, you can go to the Library and pick up the book(s) you placed on hold. The checkout period is one month – until the next guild meeting. You can renew, unless someone else has asked for the book.

About a week before the next guild meeting, you'll get an email reminder that you have a book that is due. And when you bring it back, you'll get an email confirmation that the book was checked back in.