



WELCOME TO THE BVCG LIBRARY

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1. BVCG Library

The BVCG maintains an extensive library of calligraphy and lettering books and newsletters available to BVCG Members who can personally attend BVCG meetings. All items must be picked up and returned to BVCG at in-person meetings at St. Andrew's Hall.

The Library opens 30 minutes before the start of each meeting, giving Members time to return and check-out books.

The library circulation rules are:

- Up to three books can be checked out at any one time.
- The circulation period is the time between in-person meetings.
- Books can be renewed for one circulation period unless another Member has placed a hold on the books.
- Members are responsible for returning their books at the end of the circulation or renewal period.
- Members are responsible for picking up held books at the next BVCG meeting.
- If a Member does not attend the next meeting to pick up the held book, the hold will be removed unless the Member has asked to extend the Hold. Holds will not be extended if the item is on a hold waitlist.
- If any library items are past due, no other items may be checked out.

2. Library Patrons

The BVCG Librarian sets Members up as **Patrons** and assigns them a Patron ID and password when the Member borrows items from the BVCG Library. Members cannot create or change their own Patron IDs or passwords.

A Member does not have to be a Patron to view the BVCG Library Catalogue but must be a Patron to put a hold on an item or check items out of the Library.

3. Library Catalogue

The Bow Valley Calligraphy Guild online catalogue is hosted by **LibraryThing** and can be accessed via the internet on a computer or tablet at:

<https://www.librarycat.org/lib/BVCGLibrary>

The BVCG Library online catalogue is where:

- Members can:
 - browse the BVCG Library holdings; and
 - make inquiries about borrowing items from the Library.
- Patrons can:
 - place holds on books they would like to check out;
 - renew library books that have been checked out;
 - see what books they have currently checked out or on hold; and
 - see their history of books placed on hold or checked out.

When you navigate to <https://www.librarycat.org/lib/BVCGLibrary> on your computer or tablet, you will arrive at the Home Page:

The screenshot shows the BVCG Library homepage. At the top right, there is a user profile icon and the text "BVCG Library" with a refresh icon. A red box highlights the user profile icon, and a red circle with the number "4" is placed below it. In the center, there is a banner image featuring calligraphy. Below the banner, the text "BVCG Library" is displayed, followed by a welcome message: "Welcome to the BVCG Library. See the links below to access the full catalogue and the instructions for using the BVCG Library and Catalogue." Below this, there is a search bar with the placeholder text "Search for...". A red box highlights the search bar, and a red circle with the number "1" is placed to its left. To the right of the search bar is a magnifying glass icon and a dropdown arrow. A red circle with the number "3" is placed below the search bar. Below the search bar, there are two links: "CLICK HERE TO BROWSE THE BVCG LIBRARY CATALOGUE" and "Click here for the Catalogue INSTRUCTIONS on the BVCG Website". A red circle with the number "2" is placed to the left of the first link. At the bottom, there is a row of five book covers: "20 Years of Calligraphy", "Watercolour Paper Handbook" by Werner Mertz, "Florilege", "Kunstraum Kalligrafie", and "The Art of the Letter".

- 1) This is the **Search Bar**. Enter a keyword, author or title to find a book.
- 2) Click on **“Click Here to Browse the BVCG Library Catalogue”** to see a list of all the books in the BVCG Library.
- 3) Click on **“Click Here for the Catalogue Instructions on the BVCG Website”** to go to the BVCG Website to obtain a copy of the instructions explaining how to use the catalogue.
- 4) Click on the silhouette of the head to go to your Patron Account page – if you have a Patron ID and password.

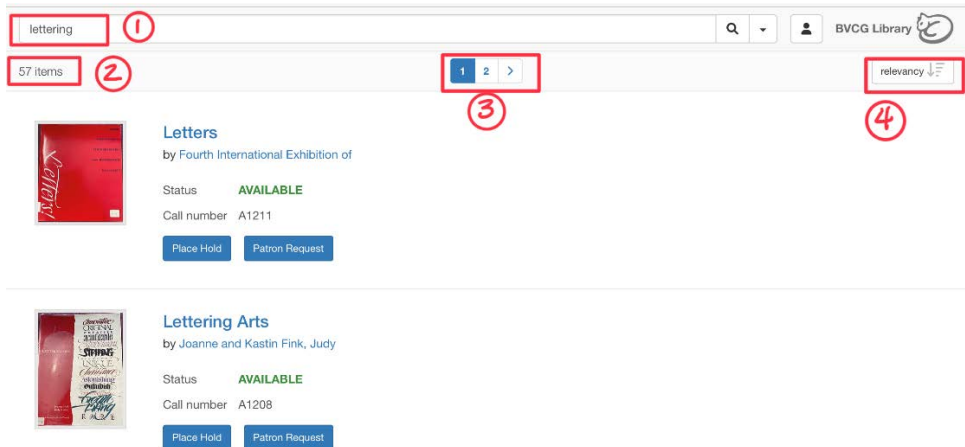
4. Search Function

There are two ways to search for a book on the Library’s Home Page, firstly, the **Search Bar** and, secondly, by clicking on the link **“Click Here to Browse the BVCG Library Catalogue.”**

a) Search Bar

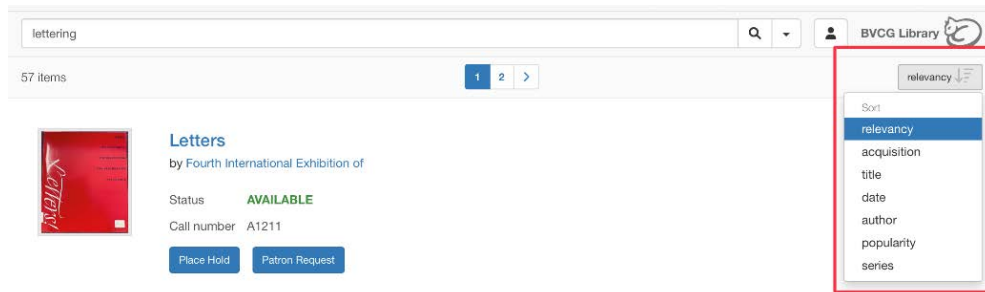
The following page opens after you input a search term (keyword, author’s first or last name, book name etc.) in the Search Bar and press Enter on your keyboard or click on the magnifying glass at the end of the bar.

1. Search Bar with the search term.
2. Number of items in the search.
3. Number of pages in the search.
4. Sort menu.



You can scroll through the list of search results, or you can refine your search by:

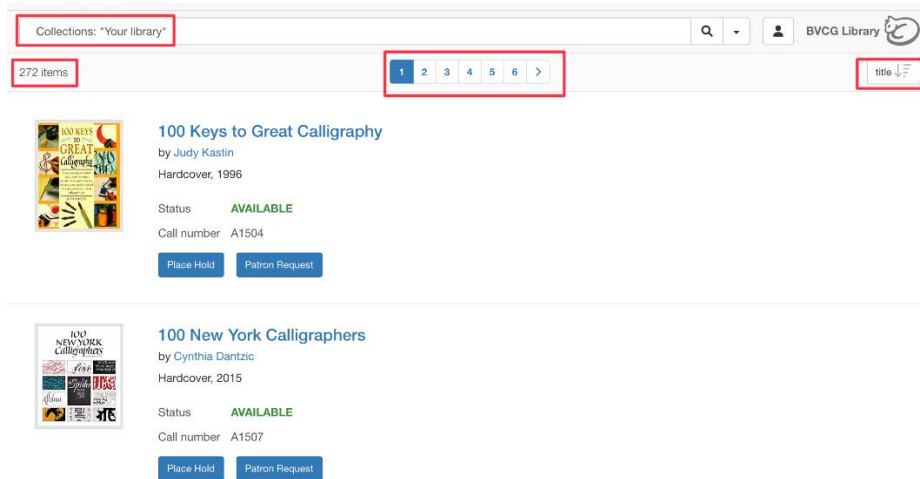
- entering a new search term in the Search Bar; or
- using the Sort Menu button – clicking on this button opens a drop-down menu of search options. Click on the one you want to use.



b) **“Click Here to Browse the BVCG Library Catalogue”**

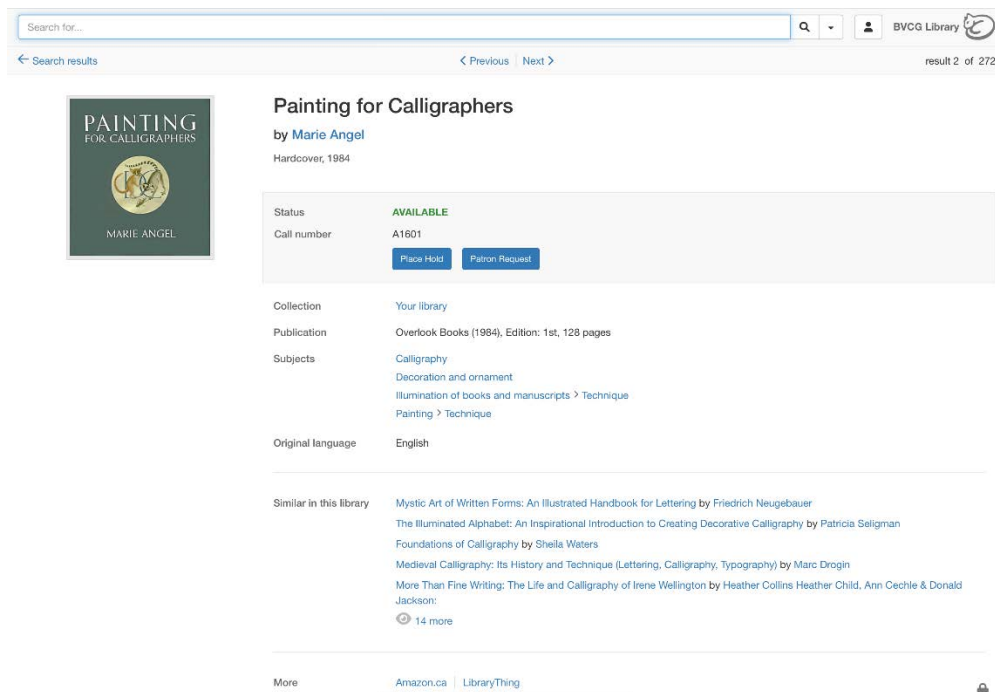
Clicking on this link will open up the entire BVCG Library catalogue. The following screenshot shows the first page of the whole catalogue sorted by title. In this case, the search term indicated in the Search Bar is “Collections: “Your Library.”

You can delete what is in the Search Bar and replace it with a search term (topic, author, title, keyword) to refine your search. You can also change the sort order.



5. Book Details

If you are interested in learning more about a book in your search, click on the book cover or the title to open up the detail page.



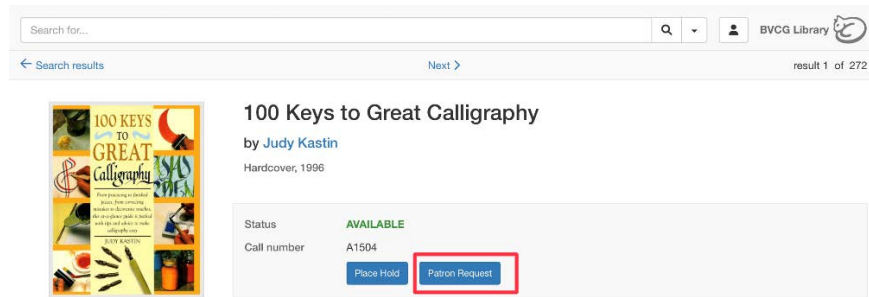
6. Patron Status

BVCG Members who had books checked out of the BVCG Library as of March 2023 will have been added as Patrons when the online catalogue was set up. These Members will need to request their Patron ID and passwords.

If you are a BVCG Member, will be attending in-person BVCG meetings and wish to borrow library items, you are eligible to be added as a Patron. You will have to be added as a Patron, either at an in-person meeting or via the Patron Request button.

7. Patron Request Button

Beside each book are two blue buttons, one of which is the **Patron Request** button.



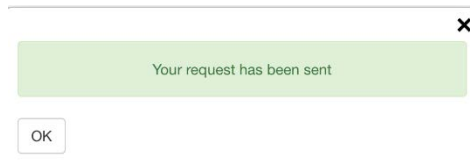
This button is used to do the following:

- **Get your Patron ID and Password** – If you had books checked out as of March 2023, use this button to ask for your Patron ID and password.
- **Request a Patron ID and Password** - If you did not have books checked out as of March 2023 or are a new BVCG Member, use this button to request a Patron ID and password. You can also ask for a hold to be put on a book. If you are eligible to borrow books from the BVCG Library, you will be sent a Patron ID and password.
- **Forgot your Patron ID and Password** – If you forget your Patron ID or Password, use this button to be sent this information.
- **Wait List** – If a book is checked out or on hold, you can use this button to ask to be put on a waiting list to check out the book when it is returned to the Library.

You will see the following pop-up when you click the Patron Request button. Enter your full name and e-mail address in the boxes provided. In the Comment box, enter your request and provide your telephone number, city and province.

A screenshot of a pop-up form. The title of the form is "Please state your request and provide your full name, telephone number and city/prov." Below the title, there are three input fields: "Name" with the placeholder text "Your name", "Email" with the placeholder text "you@somewhere.com", and "Comment" with the placeholder text "Leave a comment (optional)". At the bottom of the form, there is a "Submit" button.

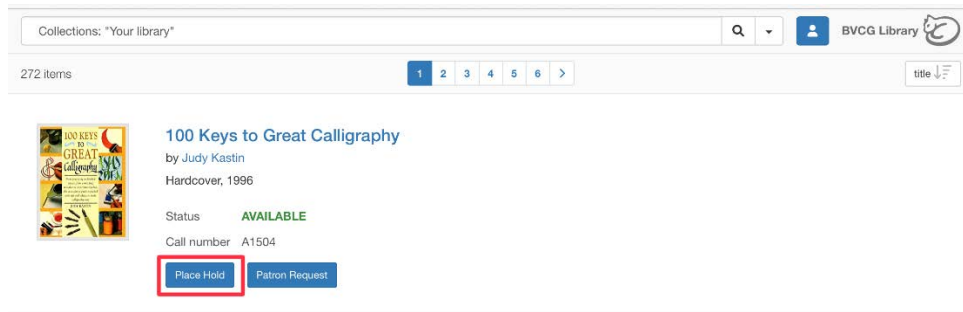
Once you click the **Submit** button at the bottom of the pop-up, you will see the following pop-up. Click on OK.



The system will auto-generate e-mails to the BVCG Librarian notifying BVCG of your request and send you a confirming e-mail. The e-mail will come from BVCG Library <noreply@librarything.com>.

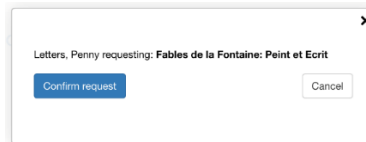
8. Place Hold Button

Patrons can place holds on library materials they wish to pick up at the next in-person BVCG meeting.



You must be signed into your account to place a hold on a library item (see below).

- If you are not already signed into your account, when you click the **Place Hold** button, you will see the **Sign in to Your Account** pop-up. Once you sign in, you must confirm your request to place a hold on the material. Click **Confirm Request** or Cancel.

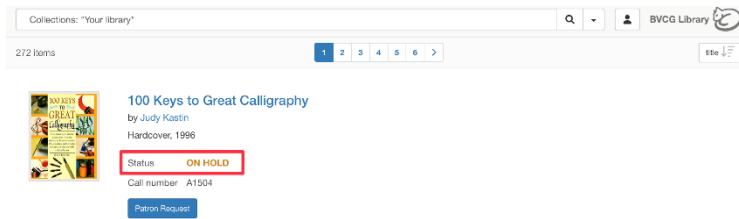


- If you are already signed into your account, the only pop-up you will see when you click the **Place Hold** button is the above pop-up asking you to confirm your request. Click **Confirm Request** or Cancel.
- The next pop-up will confirm that the hold has been placed.



The system will auto-generate e-mails to the BVCG Librarian notifying BVCG of your hold and send you a confirming e-mail. The e-mail will come from BVCG Library <noreply@librarything.com>.

The BVCG Library catalogue will now show that the material you want is **On Hold**.

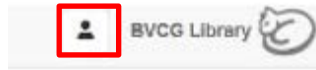


Placing holds allows the BVCG Library volunteers to have the material ready for you when you attend the next BVCG meeting.

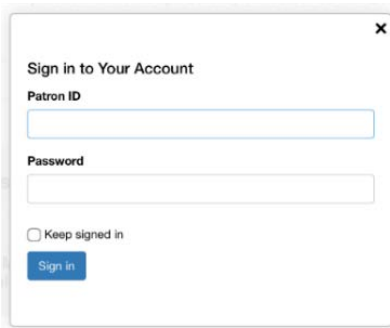
If you no longer want the book, you can cancel the hold from your Patron Account page.

9. Patron Sign-in button

The “head and shoulder” icon at the top left-hand corner beside BVGC Library on the main Catalogue page is the Patron Sign-in button.



When you click on this icon, you see a pop-up asking you to “Sign in to Your Account.” Enter your assigned Patron ID and Password and click the **Sign in** button.

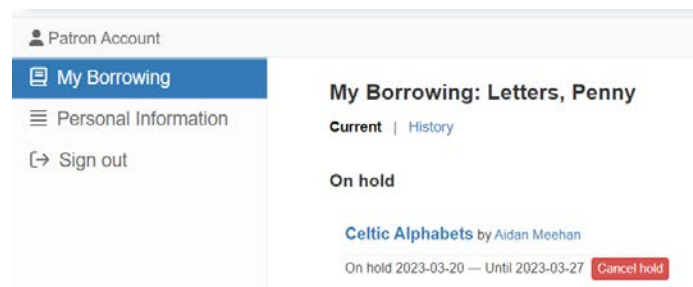


If you forget your Patron ID and Password, use the **Patron Request** button to get your Patron ID and password. There is no “forgot my password” feature for Patrons in Library Thing.

Once signed in, you are taken to the Patron Account page, where you can view your borrowings, your personal information and sign out of your account.

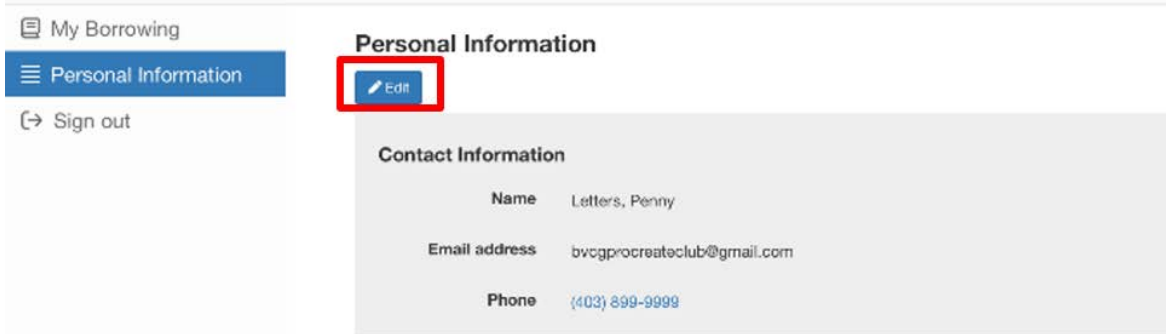
10. Patron Account – My Borrowing

The following shows your account page. It defaults on the **My Borrowing** tab – **Current**, where you will see a list of your current borrowings and holds. Click on “**History**” to view all past borrowings and holds.



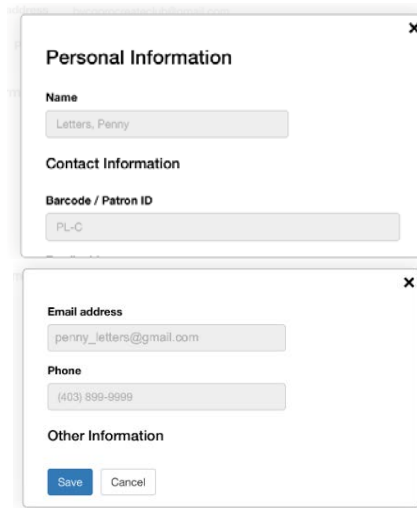
11. Patron Account - Personal Information

BCVG only records your first and last name, e-mail address and phone number in the BVCB Library Catalogue. You can review the personal information the BVCB Library keeps by logging into your account and going to **Personal Information**.



If you click on the blue **Edit** tab, the pop-up displays your name and Patron ID. If you scroll down, you can see the e-mail address and phone number the Library has on file for you.

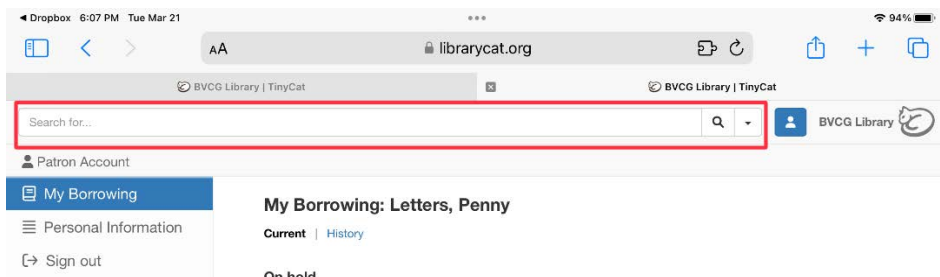
Note: The Patron cannot edit the personal information. If you need to change your personal information, use the **Patron Request** button and ask for your information to be updated.



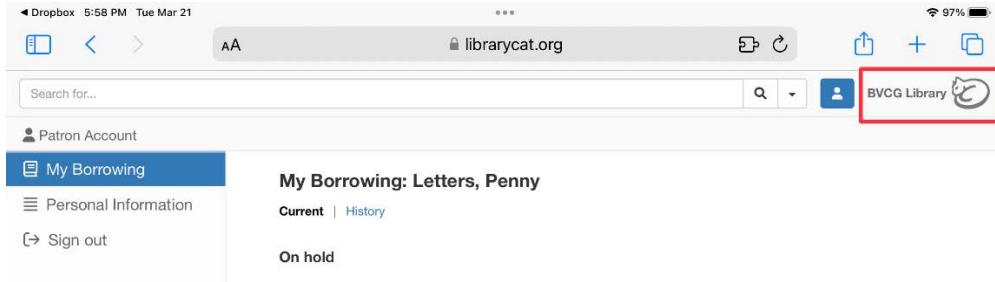
12. Accessing the Catalogue from the Patron Account page

There are two ways to access the Catalogue from the Patron Account page:

- The first is to put in a search word in the Search Bar at the top of the page:

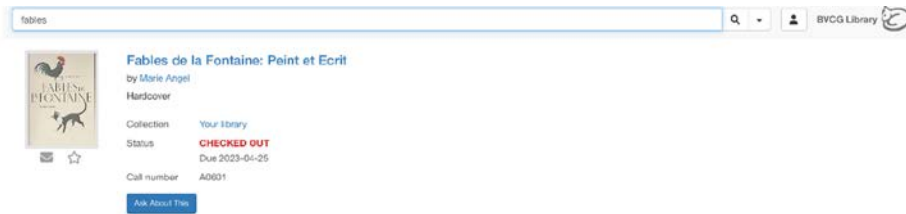


- The second is to click on the BVCB Library Tiny Cat icon to the right of the Member login icon, which takes you to the main BVCB Library page.



13. Book Check-out

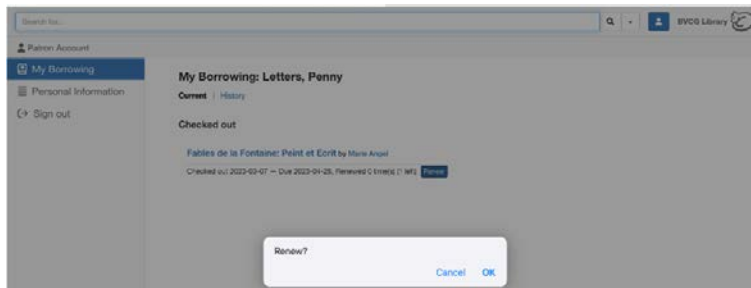
When the Patron has picked up the material, the Librarian will record the book as **Checked Out**, and the BVCB Library catalogue will now show that the book is checked out. You can see that you have checked out the book by logging into your account.



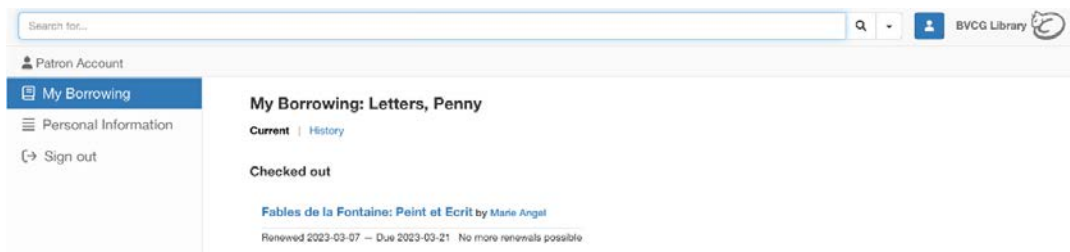
The **Patron Request** button remains active when the material is **Checked Out**, which allows other members to be added to a waiting list for the book.

14. Renew Button

If you wish to renew the book, log into your account, and click the **Renew** Button. You will be asked to confirm. Click on **OK** or **Cancel**.



The book will show as renewed in your account, with a note that “no more renewals are possible” if you have exceeded the number of renewals allowed by BVCB Library.

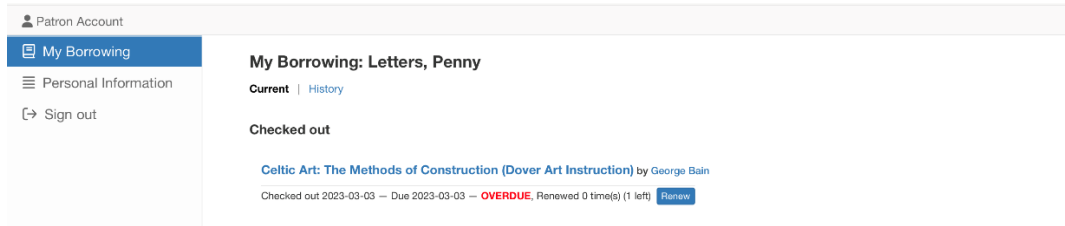


The system will auto-generate e-mails to the BVCG Librarian notifying BVCG of your renewal and send you a confirming e-mail. The e-mail will come from BVCG Library <noreply@librarything.com>.

If the book being renewed has been put on hold by another Patron, the book is subject to recall and may not be renewed.

15. Overdue Books and Reminders

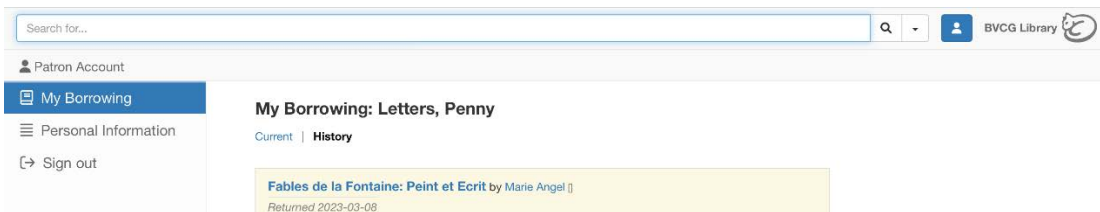
The system tracks the date books were checked out and their due date. If a book is not returned by the due date, it will appear in your account as Overdue.



The system will auto-generate and send an overdue notice e-mail to you. The e-mail will come from BVCG Library <noreply@librarything.com>. You can see what books are overdue by logging into your account and going to My Borrowings – History.

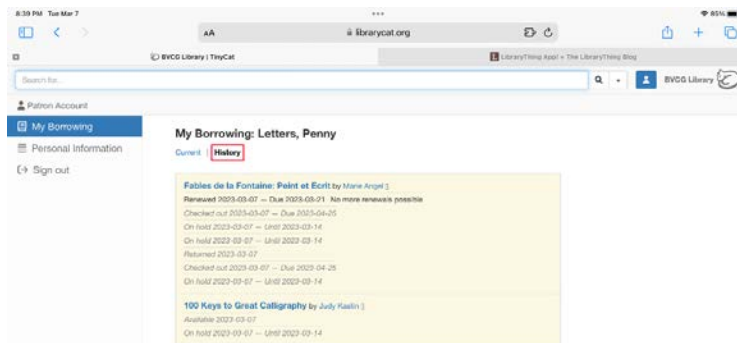
16. Returning Books

When a book is returned, the BVCG Librarian will mark it as returned, and it will be Available in the BVCG Library. The system will auto-generate and send you a confirming e-mail. The e-mail will come from BVCG Library <noreply@librarything.com>. You can see that you have returned the book by logging into your account and going to My Borrowings – History.



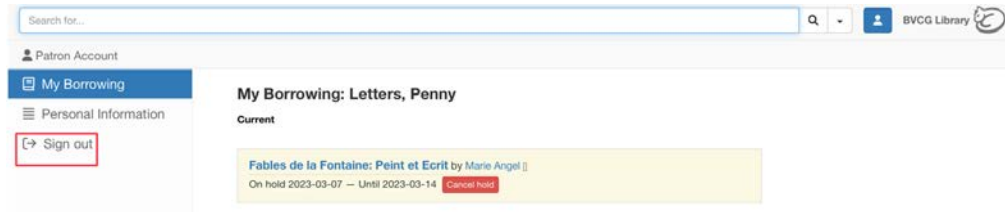
17. Account History

You can review your account history by logging into your account, going to **My Borrowings**, and clicking on the **History** tab.



18. Signing Out of your BVCG Library Account

You sign out of your account on the BVCG Library on the main account page.



19. Questions and Comments

If you have questions about the BVCG Library in Library Things or the Library's holdings, use the **Patron Request** button to submit your question.