

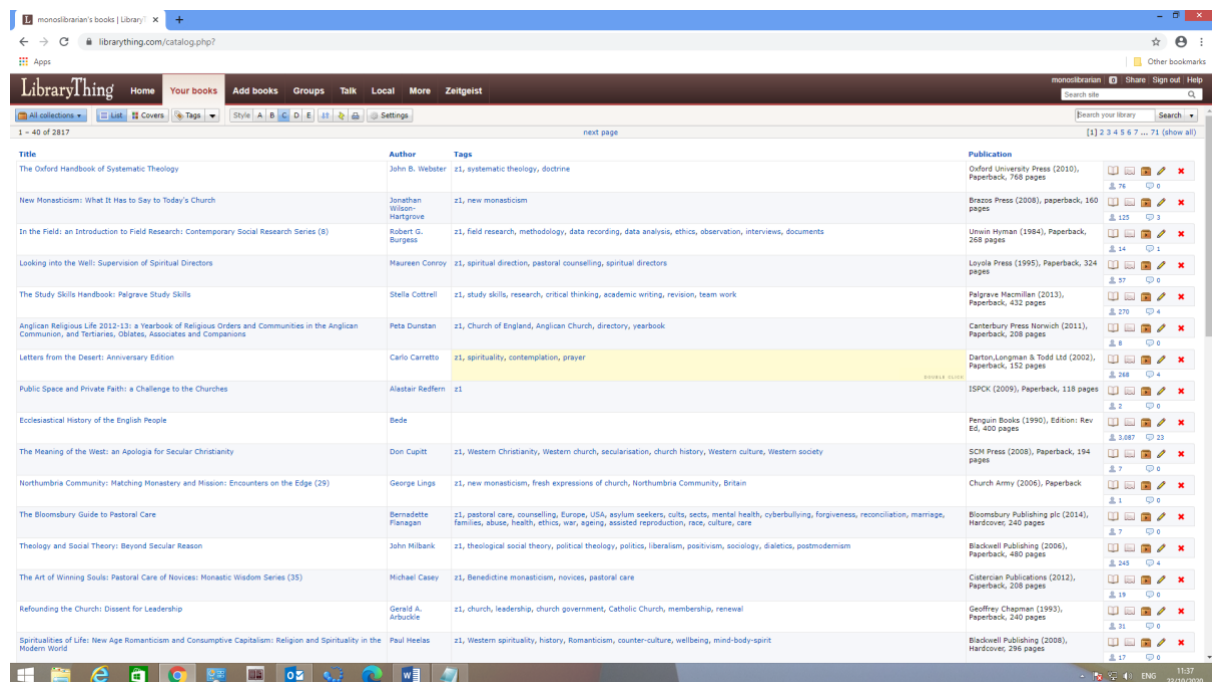
Using the Monos Library

Introduction

The Monos library contains approximately 3000 books covering mainly Christian spirituality, monasticism and new monasticism.

Its catalogue is hosted on LibraryThing, a website used by many small libraries around the world.

The library catalogue can be found at <https://www.librarything.com/catalog/monoslibrary>



Finding books

The Tags field displays as its first entry, the shelf where the book should be located, e.g. c2.

Simple searches

Use the 'Search this library' box to enter a word or words to describe the topic, title or author you are searching for.

Note that the 'Search site' box will search the library catalogues of every organisation that uses the LibraryThing website to host their catalogue.

'Search this library' searches all fields in the Monos library catalogue. You can use the drop-down menu next to the search box to restrict your search to specific fields as detailed below.

1. 'All fields' (the default) searches every field in the catalogue including some behind the scenes fields such as the subject headings that LibraryThing allocates.

2. 'Titles/authors' searches any word in the title or author fields.
3. 'Tags' searches the subject keywords assigned to each book.
4. 'Reviews' searches any book reviews written by users of the LibraryThing website so there will not necessarily be any reviews associated with books in the Monos library.
5. 'Comments' searches any comments which have been added to the catalogue records. There are unlikely to be any.
6. 'Subjects' searches the subject headings assigned by LibraryThing.
7. 'Most fields' searches the majority of fields in the catalogue including some behind the scenes fields
8. 'Advanced search' gives the option to specify different search terms for individual fields in the catalogue (see below).
9. 'Search tips' provide further guidance on searching.

To cancel a search and return to the full list of books, click on the x next to the search term in the top left-hand corner, e.g. Search: all: *abbey*[x]

To perform a new search, simply type your search terms in the search box where the previous search terms will be highlighted and can be overtyped.

Finding more information

1. Clicking on the title will give you more information on the book including that provided by other users of LibraryThing who have the book in their libraries.
2. Clicking on the author will give you more information on the author and what else they have written although those books will not necessarily be in the Monos library.
3. Clicking on a tag will give a list of all other books in the Monos library which have been allocated that tag.

Advanced searches

The drop-down menu also gives you an option to do advanced searches where you can be more specific in what you are searching for.

The screenshot shows the LibraryThing website interface. At the top, there is a navigation bar with 'Home', 'Groups', 'Talk', 'More', and 'Zeitgeist'. A search bar is visible in the top right corner. The main content area is partially obscured by an 'Advanced search' dialog box. This dialog box contains four search rows, each with a dropdown menu set to 'Any field' and an input field. Below the search rows are 'Limit by' options for 'Collection', 'Media', and 'Language', all set to 'Any'. The background shows a search results table with columns for 'Publication', 'Dewey/Melvil', and various icons. The table lists several books, including 'Harvest House Publishers (2001), Paperback, 126 pages' and 'Pickering & Inglis (1965), Hardcover, 237 pages'.

The advanced search box allows you to specify search terms in up to four different fields in the library catalogue, joined by AND or OR. You can also specify Collection (Your library is the only one in use), Media (paperback or hardcover) and language.

Search tips

1. As this is a fairly small library, start with a very simple search and refine it if you are getting too many results.
2. Searching provides some limited stemming of search terms, e.g. a search for retreats will also find entries which only include the word retreat, but not vice versa.
3. If you search for more than one word, then you will find results which include both words, e.g. early church.
4. To search for an exact phrase use inverted commas, e.g. "early church"
5. To search for alternatives, join your search terms with OR, e.g. "painting OR art"
6. It is not necessary to include accents in search terms
7. Where the book is part of a series, the title of the series has been added at the end of the title, e.g. Cistercian Studies series.
8. The search tips on the website give many more possibilities for more specific searches.