

The Trinity Episcopal Church Library

Welcome to the new on-line listing of books available for loan in our church library. We have over 600 books currently cataloged, shelved, and ready to check out for use.

All of the books are cataloged in an Excel spreadsheet, given a shelf number, and shelved around the room by topic. So, on the book's binding under the title you will see something like:

01-130

01 stands for the topic of all books under the heading of Spiritual Development, and this particular book is number 130 of that subject's collection.

If you look at the spreadsheet, the first column has the individual book's shelf number (where to find it in the room on the shelf for that topic, as in the example above – 01-130); the second column has the topics listed; the third column has the author's last name; fourth column, the author's first name; sixth, the title of the book; seventh, the publisher; and eighth, the year the book was published.

If you have never worked with an Excel spreadsheet, they are very easy to use and can do amazing things. If you look at the very top of the spreadsheet, you will see little "buttons" under the column headings. Click on one of these buttons, and a drop down list will appear.

Say, you wanted to find all of our books written by Henri J.M. Nouwen. You would look down the list of author last names and then click on "Nouwen." Like magic, all of his books will be listed in spreadsheet form. When you are finished looking at his books, click on the "button" again, and click on "all" to get back the entire list of books by all authors.

You could also go to the column for publication date, click on the "button", and look down the list for the most current books we have, by clicking on that year, say 2013. The spreadsheet would then show all of our books, in every topic, published in 2013. Easy! Have fun!

Kathleen Martin
Parish Librarian