

HOW TO CATALOG THE WOMEN
AND GENDER STUDIES LIBRARY
MANUALLY

Instructions:

1. Remove item from the shelf
2. Log onto Library Thing :
3. Enter item title (and/or other identifying information, if necessary) into Library Thing (Add Books tab), connecting with Library of Congress server if possible to ensure maximum data entry for classification purposes.
4. If scanner is available go to Add Books tab and scan bar code on the back cover and the item will generate into the collection.
5. If book cover photograph in catalog doesn't match physical item or no photograph exist, photograph book using, computer, ipod, iphone, or digital camera and upload photo onto Library Thing. You may also google image search of the book and use that cover picture to upload.
6. Write Library of Congress (LC) classification number onto the top of a slip of paper and place inside book front cover. This information can be found on the books title page &/or in Library Thing 'Book Details'. **IF you are unable to locate the call number please set aside put book aside for the library coordinator.**

LibraryThing
www.librarything.com



