

WOODSHOP LIBRARY USER'S GUIDE

Introduction

The woodshop library contains a wealth of information covering a wide variety of categories. The trick, however, is being able to find what you're looking for, since a particular book (or video) may cover any number of different subject areas, and its title may not adequately describe its contents. This could result in both a lot of time being wasted, and worse yet, not locating the information that's available.

The best way to locate what you're looking for is to use the **WOODSHOP LIBRARY DIRECTORY**, which can be accessed through the Grand Woodcrafters home page. Clicking "Library" on the top line of the home page will bring up a full menu of the library's contents.

The purpose of this User's Guide is to describe how the library is arranged and how the information is categorized.

The Directory

The Directory is divided into three main sections:

1. **Alphabetical** – *a complete list of items in the library.*
2. **Content** – *categorization of content areas.* A listing of items covering areas such as Tools, Machines, Materials, etc.
3. **Projects** – *relating to specific types of projects.* A listing of items covering areas such as Carving, Finishing, Joinery, Tool Sharpening, Woodturning, etc.

As many items cover a broad range of subjects, a particular book or video may be listed in a number of different categories. Note, however, an item is listed in a category only when there appears to be at least a moderate amount of coverage of that area – it is not an exhaustive list.

Using The Library

To borrow an item, complete the Borrower's Card and place it in the file box located above the shelves. When returning the item, retrieve the card, place it back in the item and return it to the shelves. ***Please return borrowed materials in a timely manner so that they will be available for other members.***

Library Additions

We appreciate our members' contributions to our library. Please note, however, the following guidelines:

1. We are no longer adding magazines or sales catalogs to our library.
2. To keep our library more current, items that are out of date and out of sync with current technology or safety practices are being . However, note that items of historical interest (notably in the areas of project design, technology advancements, etc.) or still-relevant hand crafting skills are being retained as appropriate.
3. To continue serving the needs of our membership, we encourage your recommendations for new additions to our library. Please feel free to discuss any recommendations with either the Librarian or any member of our Board of Directors.
4. Materials being donated to the library should be placed in the milk crate located above the library shelves.