



# QUILTERS' GUILD LIBRARY

## GENERAL INFORMATION

### 1 Books for loan

These books are sorted into one of the following subject headings

A&M	Amish & Mennonite	P	Patchwork, general
A	Appliqué	PB	Patchwork, block
C	Catalogues – exhibitions	PFP	Patchwork, foundation piecing
CHR	Christmas	PM	Patchwork, manipulated
D	Design	PRO	Projects
EM	Embellishment	PS	Patchwork strip
G	General	Q	Quilting
GE	General Embroidery	QM	Quilt makers
H	Historical, general	S	Social
HF	Historical, foreign	TD	Textile Decoration
HT	Historical textiles	W	Wearables & Costume
HUK	Historical, UK		
JAP	Japanese		
MIN	Miniature		

Within each section the books are arranged by alphabetic order of author (or editor if more appropriate). The spine of each book has a label at its base showing the shelf mark. This shows the abbreviated category and the first 3 letters of the author's name e.g. PB/JON which indicates a book in the Patchwork (Block) section written by someone whose surname begins JON – possibly Jones or Jonson.

Sometimes there may be more than one copy of a book, but each book has a specific unique accession number, written on the bottom right hand corner of the inside front cover.

### 2 Reference section

These are books which may be old, valuable or ones which are thought should always be available for research. They are catalogued using the same categories as for the books available for loan. The shelf mark would be e.g. PB/JON/REF and they will also have a label on the spine saying 'For Reference Only'. These books should not be removed from the library, and are not for loan under any circumstances.

### 3 Loan procedures

Books can be borrowed in person by Guild members or visitors to the library.

Postal loans can be made to UK Guild members if they are unable to visit the library in person.

If you wish to borrow a book to be posted out to you, please email either the Guild Administrator ([admin@quiltersguild.org.uk](mailto:admin@quiltersguild.org.uk)) or the Guild Librarian ([library@quiltersguild.org.uk](mailto:library@quiltersguild.org.uk)) stating the name of the book, the author, and either the book's copy shelf mark or class number.

You must also give your name, address and your Guild membership number. The book will then be posted to you free of charge. **However, you will be responsible for the charges of posting it back to the Guild by recorded post in a padded envelope.**

All loans must be returned within 2 months of receiving the book.

#### 4 Library catalogue

The full library catalogue can be seen on the Guild website [www.quiltersguild.org.uk](http://www.quiltersguild.org.uk) under the section entitled 'Learn'. Each category above is listed separately and by clicking on the title a searchable PDF showing a full list will appear.