

READ ME

Catalogue of Books kept in the Tracy Buckley Childcare Resource Library

The catalogue

This catalogue is in the format of an Excel spreadsheet and has been saved with titles appearing in the order of bookcases/shelves in which the books are kept. There are five bookcases, comprising a number of shelves each. The books are grouped on the shelves according to their category (where possible), making it as easy as possible for the visitor to find titles of interest according to their needs. In the catalogue, this is reflected in the columns entitled 'Bookcase', 'Shelf', 'Category', 'Category II'.

Searching

The catalogue can be searched using the 'find' function in excel, which enables the user to search for e.g. author, title, year, publisher, category, shelf, etc. This function is most useful when searching for a particular title or by author of the publication. Please keep in mind that only results that are an exact match will be found.

Filtering

The spreadsheet can be organised using the 'filter' function in excel, which allows the user to extract multiple entries which are relevant to their query. The 'auto filter' function is particularly user friendly. These functions are most useful to extract all entries according to their category and subcategory.

Should you require any assistance or wish to enquire about availability and are experiencing difficulty with the Excel Spreadsheet, please do not hesitate to contact us in the office on 057-9135878.