

McGuinness Institute

Part of the protocol series

McGuinness Foundation Trust
Library protocol

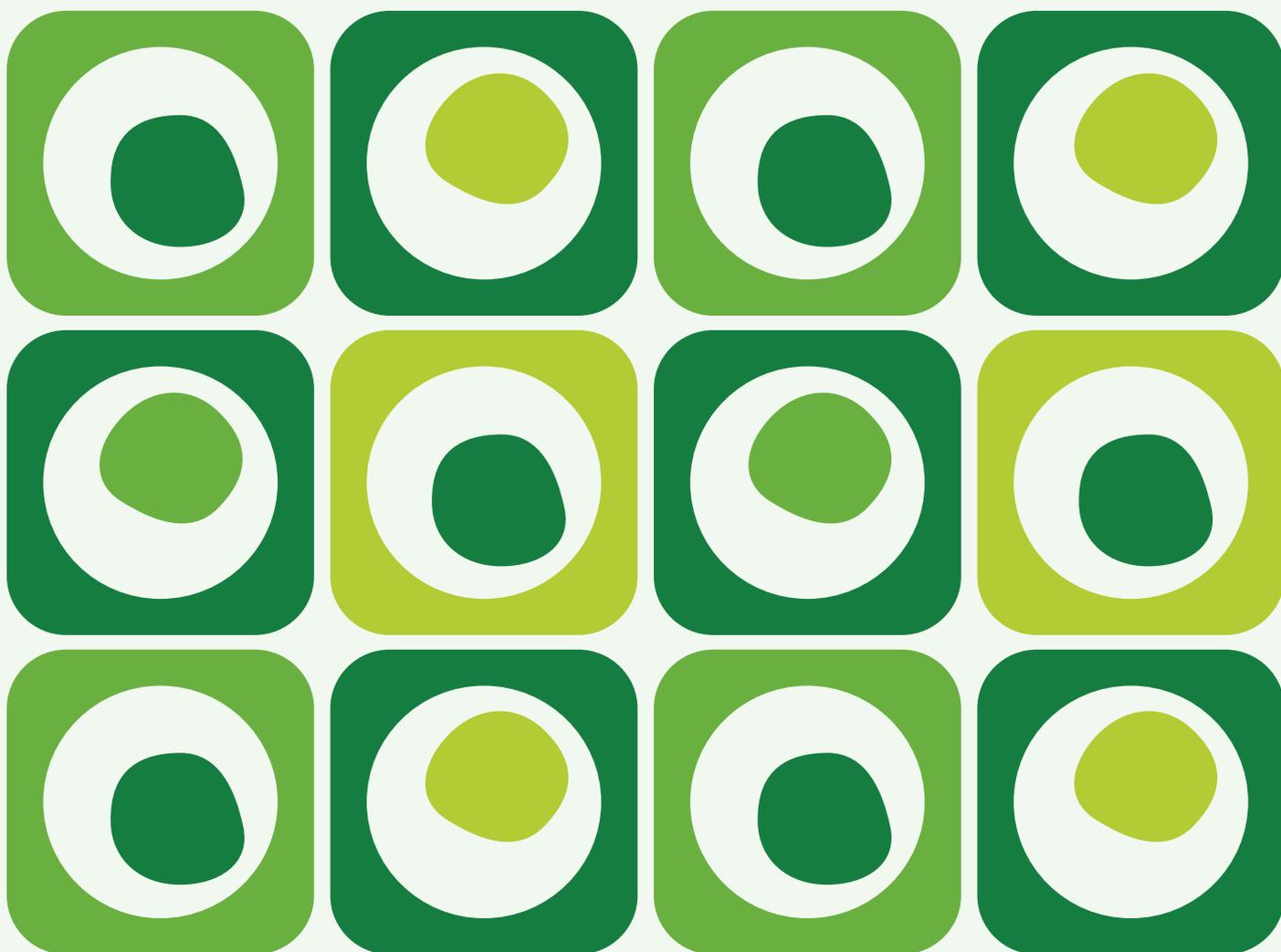


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1.0 General information

The book and map collections are owned by the McGuinness Foundation Trust.

Table 1: Collection care

	Gold	Silver	Bronze	References
Number of books (as at 26 January 2026)	870	2,205	1,615	88
Number of sub-collections	14	15	0	0
Kept under lock and key?	Yes	No	No	No
Use gloves while handling?	Yes	No	No	No
Level of supervision?	Staff must supervise	No supervision	No supervision	No supervision
Able to leave the office?	No	No	Yes	No
Cover books?	Sometimes	Yes	No	Yes
Catalogue on LibraryThing?	Yes	Yes	Yes	Yes
Filed by	Publication date	Dewey	Topic tag on LibraryThing	Dewey

1.1 Collections and shelving

Figure 1: Shelving of collections

Main shelf with red and orange glass cabinets

Tackling PovertyNZ	TacklingPovertyNZ	TalentNZ	TalentNZ	Urban design	Urban design
Urban design	James K. Baxter	Urban design	Risk	Economics	
Global ConflictNZ	PandemicNZ	Genetic modification Artificial intelligence and information	Poetry	OneOceanNZ	Investment
ForesightNZ	James K. Baxter and Katherine Mansfield	StrategyNZ	StrategyNZ		
StrategyNZ	StrategyNZ	StrategyNZ		ForesightNZ	Think tanks
Biographies and autobiographies	Legislation	Public policy	Public policy		
Public policy	Economics and resource management	Economics and resource management	Economics and resource management	Economics and resource management	Three main books

Alleyway book shelves

1800-1859 New Zealand History	Global	Miscellaneous
1860-1879 New Zealand History	Global	UK Papers Relative to the Affairs of NZ Horizontal collection
1880-1899 New Zealand History	Environmental Science	1851-1900 Horizontal collection
1900-1919 New Zealand History	Antarctica	1800-1859 Horizontal collection
1920-1939 New Zealand History	Māori History	1951-2000 Horizontal collection
1940-1969 New Zealand History	Maps and Discoveries	

- Gold collection
- Bronze collection
- Empty/not applicable
- Glass cabinets

Table 2: LibraryThing collections and sub-collections as at 26 January 2026

Collection	Sub-collection	Name of sub-collection	Number of books
Bronze	–	–	1,615
	Total		1,615
Silver	PAU	Australian Prime Ministers	4
	CFTF	Commission for the Future	54
	ENG	Energy	3
	FNZ	Foresight New Zealand	207
	JOU	Journals	15
	MNZ	Māori History	213
	GM	New Zealand Government & Ministries publications	56
	HNZ	New Zealand History [incl. James Cook]	1,302
	PC	New Zealand Planning Council	126
	PNZ	New Zealand Prime Ministers	82
	ONZ	Other New Zealand publications	21
	OTH	Other publications [not published in New Zealand]	9
	PCE	Parliamentary Commissioner for the Environment	44
	PUK	United Kingdom Prime Ministers	23
	PUSA	United State Presidents	46
Total		2,205	
Gold	ANZ	Antarctica	40
	CRJ	Colin Radford Journal	43
	CRM	Colin Radford Digital Media	21
	ENVS	Environmental Science	49
	GLO	Global	52
	JKB	James K. Baxter	100
	KMF	Katherine Mansfield	17
	LEG	Legislation [incl. land rights]	23
	MAOH	Māori History	37
	M&D	Maps and Discoveries [exploration and voyages]	43
	MBS	Marlborough Sounds	9
	MIS	Miscellaneous Documents [incl. Articles/Music/Newspapers etc.]	94
	NZHIS	New Zealand History	273
	POE	Poetry	69
	Total		870
References	REF	References	88
Total		88	
Total			4,778

1.2 General notes for library collections

Appointments to view our collections must be organised in advance. Visitors must register in the library visitors' book (see Section 1.4 Four key books), and Wendy must always be in the office when a visitor is present.

Gold collection

- Keys to the Gold collection are kept in the lock box by the toilet [[To check]].
- Gold books are kept on the big shelves in front of the filing area in the locked coloured cabinets, and the locked metal cabinet in the alleyway.
- Generally, gold books are not covered in plastic (see Section 2.1 Covering and shelving for more detail).

Silver collection (also referred to as the James Duncan Library)

- Silver books are kept in the glass room.
- Generally, silver books are covered in plastic (see Section 2.1 Covering and shelving for more detail). If the sprinklers are triggered, this provides a level of protection from water damage.

Bronze collection

- Books can be borrowed from the Bronze collection, but details must be in the Borrowing book with the name of the book and the person's details (see Section 1.4).
- Staff can borrow books from the Bronze collection only.
- Bronze books are kept on the big shelves in front of filing area.

Paintings and maps collection

A schedule of this collection is kept in a spreadsheet in the McGuinness Institute SharePoint. All paintings and maps are framed with a glass cover and hung on the walls in the glass room.

Reference collection

- This collection contains general fact books (e.g. encyclopaedias, New Zealand Official Yearbooks and dictionaries). It also contains books about writing styles and grammar.

1.3 Donations

When a book is donated to the library, the donor should receive a thank you card. Please fill out a thank you card while they are in the office and give it to them on their way out. Fill the card out as follows:

Dear [name of person],

Thank you for your kind donation(s) to our library. It is very much appreciated! All the best from our team,

[your name]

1.4 Four key books

These books are located with the Bronze collection on far right side of the bottom shelf.

1. Library visitors' book
Visits should be recorded in the library visitors' book. List the:
 - Date
 - Name of visitor
 - Organisation they belong to (if any), and any additional comments.

2. Bronze collection borrowing book
When a Bronze collection book is borrowed, record the following details:
 - Date the book was borrowed
 - Name of visitor
 - Organisation they belong to (if any)
 - Phone number
 - Email address
 - Date book returned
 - Which staff member received it/checked it (initials).

3. Donations book
When a book is donated to one of the collections, record the following information:
 - Date of donation
 - Name of visitor
 - Name of book(s) donated
 - Confirmation that a thank you was sent.

4. McGuinness Institute library purchasing book
If you are asked to purchase a book for one of the collections, record the following details:
 - Date of purchase
 - Paid to (company) and amount
 - Name and author of the book
 - Date received.

1.5 Purchasing

1. All book purchases must be approved by Wendy.
2. If you are asked to purchase a book:
Firstly, try Unity Books: www.unitybooksonline.co.nz, books@unitybooks.co.nz or phone 04 499 4245. Use this as your first option as we get a discount on purchases. Books can be invoiced to our account.

Secondly, if it is an old or rare book, try:

- Arty Bees – www.artybees.co.nz/query.html
- Hard to Find Books in Pukekohe – books@hardtofind.co.nz – 09 233 6581
- Hard to find Books in Onehunga – books2@hardtofind.co.nz – 09 634 4340
- Archway Books – pauleddwards@xtra.co.nz – 04 239 9803
- Smith's Books in Christchurch – www.smithsbookshop.co.nz – 03 379 7976
- Amazon – www.amazon.com/ref=nav_logo (use KeePass to access the login details)
- Tinakori Books – www.tinakoribooks.com – tinakoribooks@outlook.com – 04 562 7376.

If a book must be ordered from Amazon and the seller only ships to the United States, you can use our NZ Post YouShop account to have it shipped from the US to New Zealand. To access this account use Bitwarden to find login details.

YouShop is an NZ Post service that offers US, UK and Chinese delivery addresses on behalf of buyers. They will give you an address in that country for the parcel to be sent to. Once the parcel arrives in the overseas mailbox you will be notified. You will then need to pay for the shipping to New Zealand and the parcel will be sent to the McGuinness Institute office.

3. Purchase book – use petty cash card.

1.6 Accounting

Follow these processes for all new books being added to any collection.

1. Check packing slips and book/s (to ensure it is what it says it is) and make sure the book is in good condition.
2. When a new book is delivered to the library, scan the invoice and keep it on record. File the scanned invoice in the [Library SharePoint folder](#).
3. Name the file of the scanned invoice as follows: date of arrival – company purchased from – title of book – author. For example: 20160530 – Amazon – Full Employment – W Rosenberg
4. If the invoice is received via email you can save the attachment or the email to the same folder, using the same format.

1.7 Cataloguing overview

1. Choose the collection and sub-collection (see a comprehensive list of these in Table 2).
 - Gold: If the book is
 - i. over \$200,
 - ii. old (earlier than 1950), or
 - iii. rare (i.e. it would not be able to be purchased from a bookseller of new books).
 - Silver: If a book is under \$200 and would not be easy to purchase second-hand, place it in the Silver collection.
 - Bronze: If a book is under \$200 and is easy to purchase second-hand, place it in the Bronze collection. This will probably result in most books published between 2000 and 2026 being treated as bronze.
2. As gold books are both very rare and expensive, take a picture of the cover and inside title page for our records. These pictures are stored in the [Library](#) folder in SharePoint.
3. Enter gold or silver books into LibraryThing (see Section 3.0 Managing the collection (LibraryThing)).

2.0 Covering, shelving and labelling

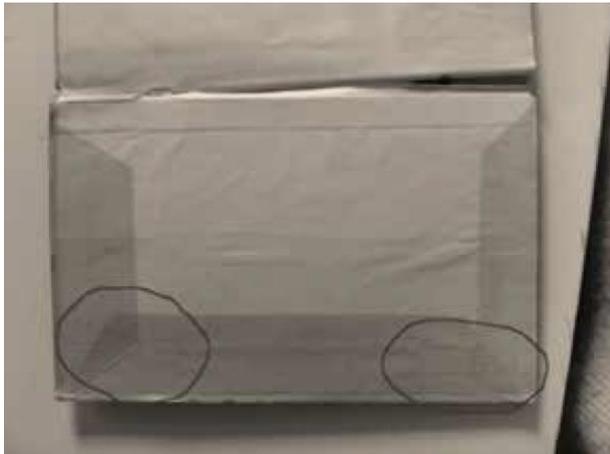
2.1 Covering and shelving

Gold collection

1. Only cover gold books if Wendy asks you to.
2. Put on library gloves for handling gold books, as they are extremely delicate and precious! The library gloves are kept with the Gold collection.
3. Shelf the book in the alleyway cabinets or in the red/orange locked shelves (see Section 1.1 Collections and shelving).
4. If a book from the Gold collection does not fit upright on the shelves, shelve it in the Horizontal collection in the alleyway cabinet. It is still a part of the Gold collection.

Our old book covering system included using only Duracell on the spine (without plastic covering first). We no longer do this as it can damage the book long-term and create problems if the cover ever needs to be removed (e.g. if the book is to be donated, gifted or re-categorised into our Bronze collection [which does not use plastic covers] etc.). If a book is not covered correctly, please remove the Duracell and residue, if possible, then wipe down with a baby wipe and recover the book in plastic using the method below that fits best.

Note: Do not continue to remove the Duracell if parts of the cover come off with it. Just leave it and add the plastic covering on top of it.



Silver collection

For all silver books you must attach non-stick plastic covers (make sure that no sticky tape touches the book – see overleaf).

Bronze collection

Bronze books do not require covers.

2.2 Making a plastic book cover

Note if there are no plastic covers in the office use brown paper (see examples in office and pictured below).

For books without dust covers:

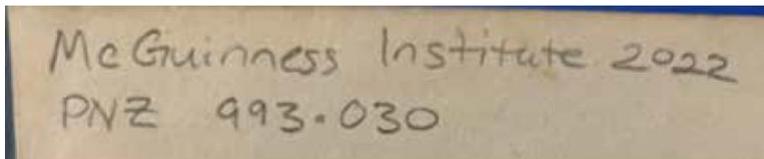
1. Measure the size of the book and cut plastic accordingly.
2. Centre book. Note: Work on one side of the book at a time as it's easier.
3. Cut off excess sticky tape corners and make a slit a few centimetres before the spine on each end.
4. Fold plastic lengthwise, then fold the top and bottom plastic width-wise.
5. Secure with clear sticky tape (make sure the sticky tape does not stick to the book itself).
6. Repeat steps 3–5 on the other side.
7. Once done cut off both plastic flaps above the spine (be careful not to cut the book).
8. Cut a DYMO with the Dewey decimal classification to fit the width of the spine.
9. Stick the DYMO with the Dewey decimal classification to the bottom of the spine.
10. Secure the DYMO with Duracell or strong clear packaging tape.

For books with dust covers:

1. Measure the size of the dust cover and cut the plastic accordingly.
2. Centre book cover on the plastic.
1. Fold the top and bottom plastic lengthwise, then fold both the top and bottom plastic width-wise.
3. Secure with sticky tape only if needed.
4. Place book on top of new plastic cover and fold in far left and right sides.
5. Cut a DYMO with the Dewey decimal classification to fit the width of the spine.
6. Stick the DYMO with the Dewey decimal classification to the bottom of the spine.
7. Secure the DYMO with Duracell or strong clear packaging tape.

Finally, use a pencil and lightly write on the top left corner of the final page:

- McGuinness Institute
- The year the book was entered into our library
- The abbreviation of the category it belongs in; these are determined by McGuinness Institute staff
- The Dewey decimal classification (DDC) (see below).



2.3 Dewey decimal classification (DDC)

Silver books require a Dewey decimal classification (DDC). When you find the Dewey number round it to three numbers after the decimal point (e.g. 305.603). These websites will help you to find the Dewey number:

- www.natlib.govt.nz
- www.worldcat.org (do an advanced search)
- www.wcl.govt.nz
- www.catalog.loc.gov/vwebv/searchBasic

If you cannot find a Dewey number, use www.librarything.com/mds (as shown in screenshot below) to help create a Dewey number for the book. Have a look through each drop-down row or section until you find the one that fits the book you are entering best.

MDS > 993
Wording: History and Geography > Oceania and elsewhere > New Zealand
Dewmoji: 🇳🇿 📖

You have 491 books in your library, or see them here.

0	1	2	3	4	5	6	7	8	9
Information 216,948	Philosophy and Psychology 229,419	Religions 562,779	Social sciences 1,169,921	Language 177,109	Natural sciences and mathematics 380,441	Technology 844,132	The arts 857,504	Literature 1,201,263	History and Geography 703,933
90 History 31,203	91 Geography and Travel 138,903	92 Biography, genealogy, insignia 70,768	93 Ancient World 33,991	94 Europe 174,386	95 Asia 46,377	96 Africa 14,573	97 North America 160,422	98 South America 12,464	99 Oceania and elsewhere 20,846
990 Oceania; Polar Regions 672	991 [Malaysia now at 959.5; Indonesia now at 959.8; Philippines now at 959.9] 703	992 [Malaysia now at 959.5; Indonesia now at 959.8] 75	993 New Zealand 2,455	994 Australia 11,380	995 Melanesia; New Guinea 510	996 Polynesia 3,997	997 South Atlantic Islands 344	998 Polar regions 452	999 Extraterrestrial regions 258

- If you are looking through www.librarything.com/mds, books that are under the same DDC will appear below – compare them to yours to see what fits best.
- Search catalogues for similar books.

Use the tags system to search for similar books in our library, e.g. if you have a book on Māori land rights, have a look through tags like 'land', 'Māori rights', 'Māori history', 'land tenure', etc.

2.4 DYMO labels

Once you have found the correct Dewey number create a DYMO label. Use the font Arial. Format the label as follows:

1. Class (bold)
2. Dewey number pre-decimal place (roman)
3. Dewey number post-decimal place (roman).

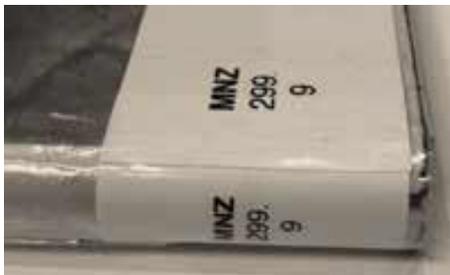
Note: Make the font size fit the size of the spine, i.e. if the book has a large spine use a larger font than for a book with a smaller spine size.



What if the spine doesn't fit a DYMO?

If the spine is too small:

1. Print off two DYMOs, one with 7-point text, and one with 12-point.
2. Place the 7-point DYMO on the spine and the 12-point DYMO on the lower left-hand side of the front cover.



3. If the spine is too small to fit a 7-point DYMO, then just put one 12-point DYMO on the lower left-hand side of the front cover.



3.0 Managing the collection (LibraryThing)

3.1 Adding books in LibraryThing

Searching for books in LibraryThing

This must be done before entering a new book. This is to ensure that we don't already have the book in our library and there are no double-ups within our system.

To do this:

1. Go to www.librarything.com and login using Bitwarden.
2. Select 'Your books' or 'List' ('List' is easier as it allows you to view all the details of the book at once).
3. Click 'All collections'.
4. Under 'Search your library' enter the title or author of the book. Note: Make sure your spelling is correct, and that it matches the book, e.g. UK vs US spelling. If you are looking for books on a particular topic, e.g. New Zealand prime ministers, you can search using a keyword instead of title or author's name.
4. Press 'Search'. If the book is in one of our collections, it will come up in your search.

Searching for books in the Horizontal collection:

To search for books in the Horizontal collection follow the instructions above (steps 1–2) then in the 'Search your library' bar on the top right corner, enter 'found in horizontal collection'. This will show all the books listed in the Horizontal collection. (Books in the Horizontal collection belong to other collections so the comments are used to distinguish them. This is the only way to find them all at once.)

Sub-collections on LibraryThing

- For the list of library sub-collections, refer to Table 2.
- The Institute manually categorises our books. Books fall under only one sub-collection. If you are unsure which sub-collection a book goes under, ask Wendy.
- The Māori New Zealand (MNZ) and New Zealand History (NZH) sub-sections differ in the following ways:
 - Books about the Treaty of Waitangi are not categorised as MNZ. The Treaty of Waitangi is New Zealand history, so these books are in NZH.
 - MNZ is specific to Maoridom. These books must be from the Māori perspective.

How to change the sub-collection of a book on LibraryThing

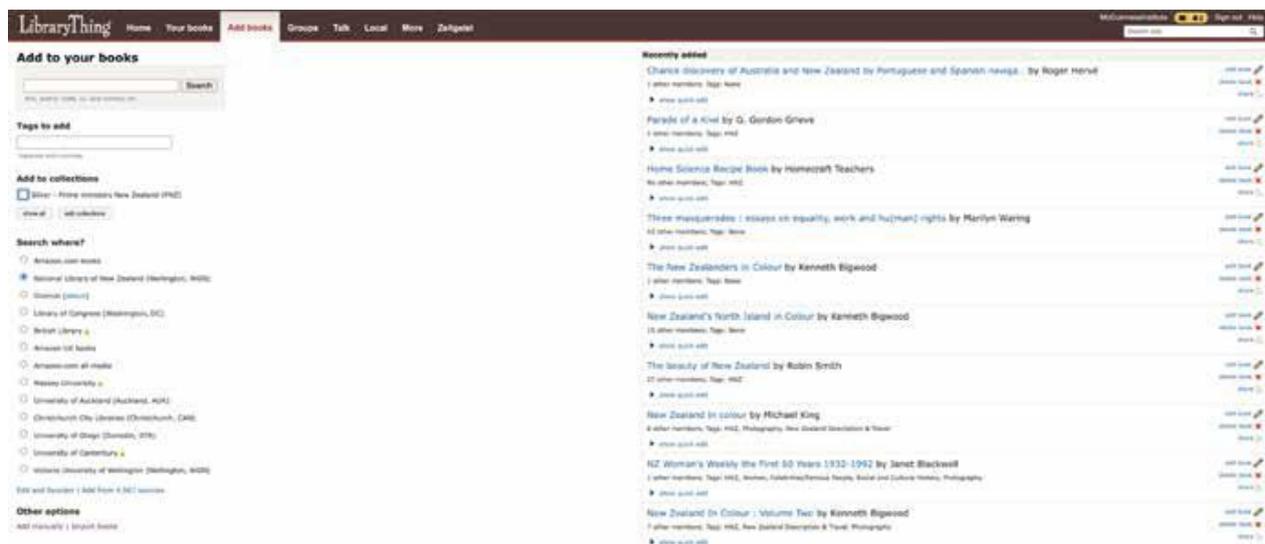
Each book is only assigned to one sub-collection. To add or change this sub-collection:

1. Select the book and click the edit icon underneath 'your book information'.
2. Change or add the sub-collection under 'Collections' (make sure only one box is ticked).

Note: When a new book is added, it is not automatically assigned to a sub-collection; you must manually assign a sub-collection to each book by following the instructions above.

If the book you wish to add is already uploaded onto LibraryThing:

Step 1: Go to 'Add books'.



Under 'Add to your books' type in the title and author.

- You can customise where the search tool is looking under 'Search where?'
- Options include: Amazon.com books, Overcat, Library of Congress, British Library, Amazon.co.uk books and Amazon.com books, music and movie.

Step 2: Under ‘Add to collections’ press show all, and select the preferred sub-collection, e.g. the book *Jacinda Ardern: Leading with Empathy* would belong in our Silver – Prime ministers New Zealand (PNZ) sub-collection.

Add to your books

title, author, ISBN, LC card number, etc.

Tags to add

Separate with commas

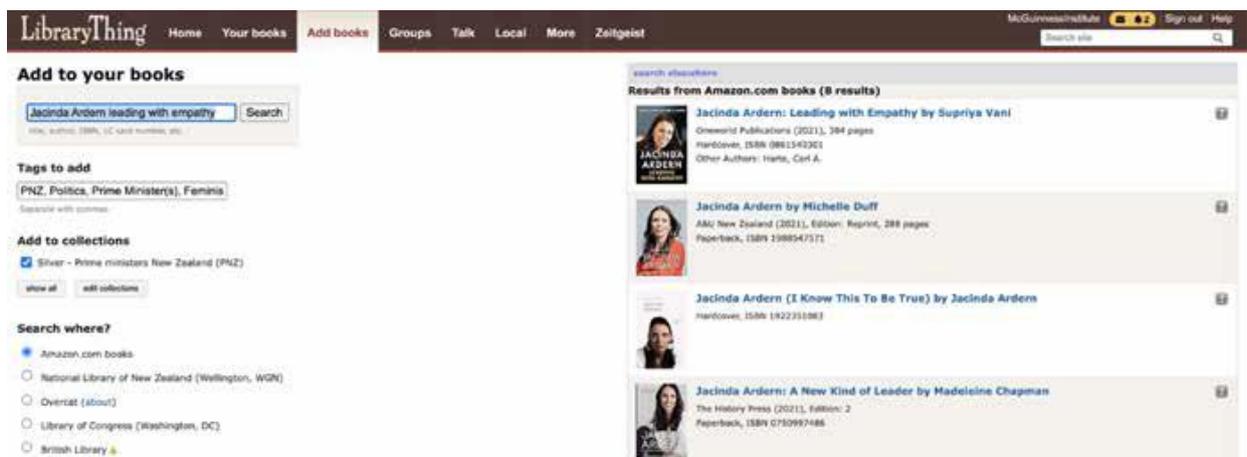
Add to collections

- Silver - Prime ministers New Zealand (PNZ)
- Your library
- Gold - Articles and Newspapers (A&N)
- Gold - Colin Radford Journal (CRJ)
- Gold - Colin Radford Digital Media (CRM)
- Gold - Environmental Science (ENVS)
- Gold - Global Events (GLO)
- Gold - James K. Baxter (JKB)
- Gold - Katherine Mansfield (KMF)

Step 3: Press ‘Search’.

A list of books relating to your search should come up on the left. Make sure you check it’s the correct book before you click on it, as once you click on a book, it will automatically be added to the MI Library.

Note: You can always delete the book later by selecting it (it will take you to a new tab) and pressing ‘edit’ and then ‘delete’. The most recently added book will always be on the ‘add books’ page on the top right-hand side.



Step 4: Click 'edit book'.

Step 5: Add relevant tags.

As you start writing tags, it will come up with our pre-existing ones. Please do NOT make any new tags unless you absolutely have to. It's very likely a similar tag already exists that you can use instead. Also try searching for big-picture tags rather than specifics, e.g. if a book is specifically about dogs, tag it with 'animal'. Add as many tags as you think are relevant to the book and always add the abbreviation of the collection it belongs to, e.g. if it is a New Zealand prime minister book add the tag PNZ. See image below.

Members	Reviews	Popularity	Average rating	Conversations
5	None	2,912,998	None	None

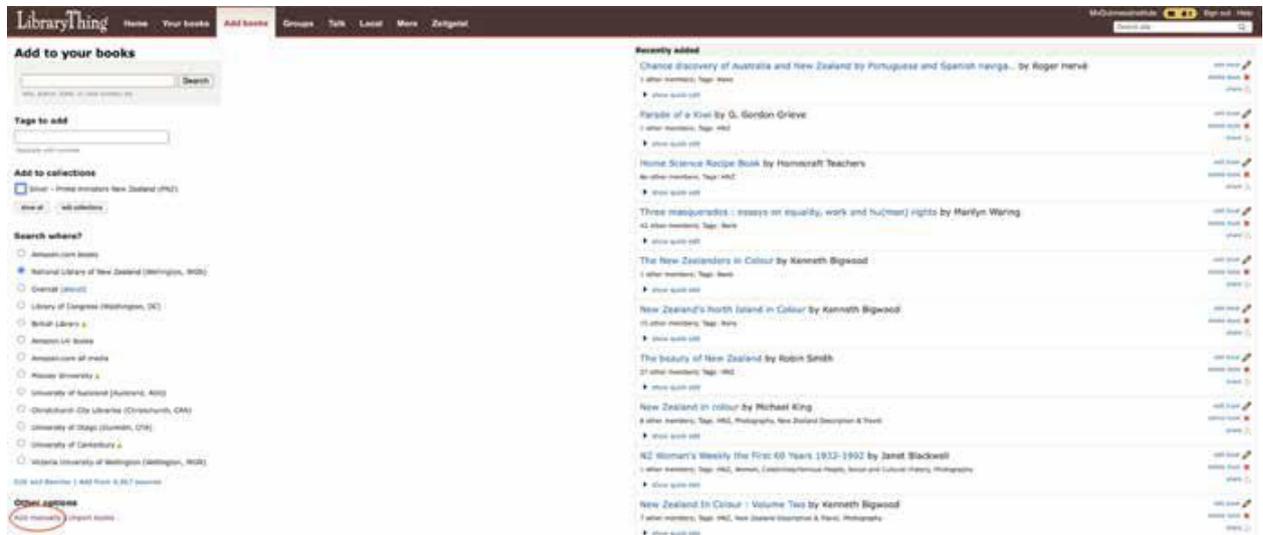
Tags: New Zealand History, Transportation - Aeroplanes/Airplanes, Antarctica, Photography, 1970s, NZHIS
 NZHIS (168)
 CURRENT TAGS: NEW ZEALAND HISTORY, TRANSPORTATION - AERoplanes/AIRPLANES, ANTARCTICA, PHOTOGRAPHY, 1970s, NZHIS

Collections: Gold - New Zealand History (NZHIS)

If the book you wish to add is NOT already uploaded onto LibraryThing:

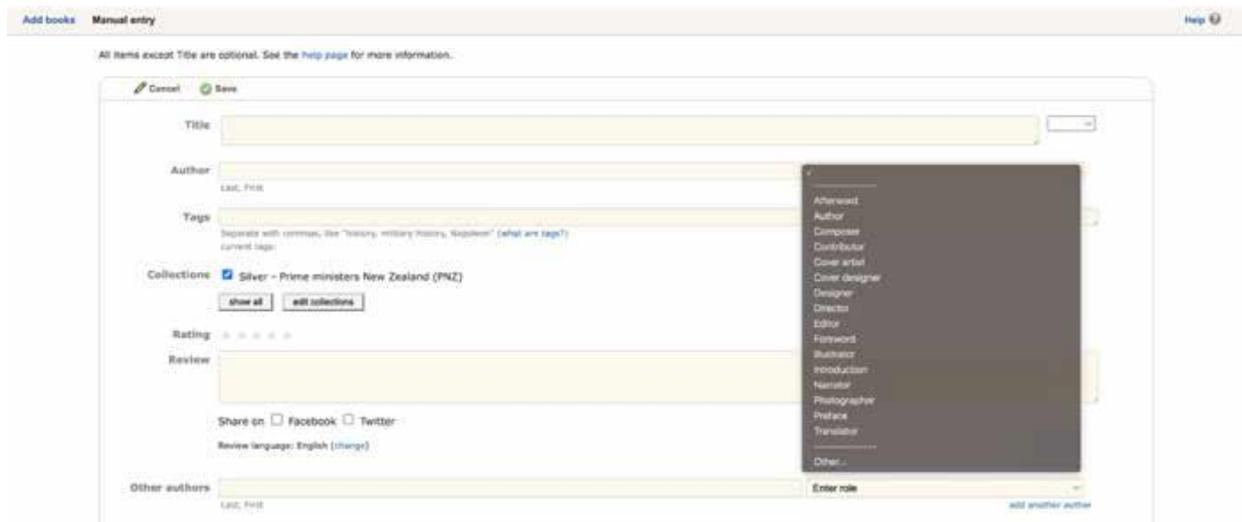
Step 1: Go to 'Add books'.

Step 2: Go to 'Add manually'.



Step 3: Add the title of the book, author(s), and if necessary, any specific roles (e.g. editor instead of author).

When entering the title follow the exact format of the inside cover page of the book (if none then follow the format of the outside cover). Make sure you put a colon between title and subtitle, e.g. 'Murihiku and the Southern Islands: A History of the West Coast Sounds, Foveaux Strait, Stewart Island, The Snares, Bounty, Antipodes, Auckland, Campbell and Macquarie Islands, from 1770 to 1829.' Make sure you also put the volume and/or edition in the title as it makes it easier to identify if we have multiple versions of the same book, e.g. 'Captain Cook's Voyages Round the World Vol. 1: Edition: longer'.



Step 4: Add book into the correct sub-collection.

Select 'show all' if the sub-collection it belongs in cannot be found.

Sometimes a book in the Gold collection is too big to be shelved with its collection and is also part of the Horizontal collection (see Section 1.7 Cataloguing overview). If this is the case, keep the book in the applicable Gold collection on LibraryThing but add to the comments 'Found in Horizontal collection'. The Horizontal collection consists of publications that cannot be shelved vertically. For example, the 'UK Papers Relative to the Affairs of New Zealand' is a physically large hard-copy publication that needs to lie flat.

This is so we can keep a record of all the books that are kept in this cabinet without removing them from the collections they belong to on LibraryThing.

The screenshot shows the LibraryThing interface for the book 'The third New Zealand whole earth catalogue' by Alister Taylor (Editor) and Deborah McCormack (Editor). The book cover is visible on the left. The main content area shows the book's title, author, and a table with 'Members' (4) and 'Reviews' (None). Below this is a form for editing the book's details. The 'Collections' section is circled in red, showing a checked box for 'A - GOLD - Environmental Science (ENVS)' and a 'show all' button. The 'Item comments' section is also circled in red, showing a comment 'Found in Horizontal collection'. The 'Classification' section includes fields for LC classification, Lexile measure, Dewey (993.02), and Other call number.

The third New Zealand whole earth catalogue
by Alister Taylor (Editor), Deborah McCormack (Editor)

Members	Reviews
4	None

Cancel Save

Title: The third New Zealand whole earth catalogue

Author: Taylor, Alister
Last, First

Tags: Separate with commas, like "history, military history, Napoleon" (what are tags?) current tags

Collections: A - GOLD - Environmental Science (ENVS)
[show all](#) [edit collections](#)

Classification

LC classification: Lexile® measure: [info](#)

Dewey: 993.02

Other call number:

Item comments

Comments: Found in Horizontal collection

Private comments:

Step 5: Add ISBN (if applicable). Do not include the dashes – write as one whole number.
Note: books pre-1970 do not usually have an ISBN.

The screenshot shows a metadata form with a left sidebar containing links for 'Reviews (8)', 'Recommendations', 'Members', 'Descriptions', 'Common Knowledge', and 'Editions'. The main form area includes a 'Collections' section with a checked box for 'Gold - Maps and Discoveries (M&D)' and buttons for 'show all' and 'edit collections'. Below this is a 'Rating' section with five empty stars, a 'Your review' text area, and 'Share on' options for Facebook and Twitter. The 'Other authors' section has a text input field and a dropdown for 'Enter role'. The 'Media' section has a dropdown menu set to 'Hardcover'. The 'Publication date' field contains '1855'. The 'Publication' field contains 'U.S., Washington ; A.O.P. Nicholson (1855), Hardcover'. The 'ISBN' field is empty. Red circles highlight the 'show all', 'edit collections', 'Media', 'Publication date', 'Publication', and 'ISBN' fields.

Step 6: Add a description under 'Publication'.

Choose the appropriate format based on the information provided in the book; here are a few options:

- a. N.Z., Wellington, Cable Street: McGuinness Institute Publishing (2022), Edition: 1st, Volume 1/3, iii/238 pages, Hardcover.
- b. U.K., New Castle: Printed by M. Brown, At the Bible, in the Flesh-Market : Edition: Longer, Volume 1, 1022 Pages, Hardcover.
- c. Frustrierte Britung [Frustrated Brit] (July - October, 1833), Newspaper [unbound].

Step 7: Add type of media.

Note: If it is a form of digital media, make sure you also add it under our sub-collection 'Digital Media [e.g. DVD / CD-R / CDs]' and add the relevant 'Film Media' tag.

Step 8: Add publication date.

The screenshot shows a form titled "Publication" with the following fields:

- Media:** A dropdown menu with "Report" selected.
- Publication Date:** A text input field containing "1868".
- Publication:** A large text input field, currently empty, with a "(more space)" link at the bottom right.
- ISBN:** A text input field, currently empty.

Step 9: Add quantity (if the book is part of a series, or we have multiple copies of same book)

If applicable, add how many books are within the volume and the number of copies we have on hand, e.g. the series *The Zoology of Voyage of H.M.S. Beagle* has three volumes and we have one copy of each book in our collection.

Step 10: Add the number of pages in the book.

Step 11: Add the language the book is written in. If it is in te reo Māori, press 'Show all languages' to find and select it.

Step 12: Add LC Classification and Dewey number.

The screenshot shows a form titled "Classification" with the following fields:

- LC classification:** An empty text input field.
- Lexile measure:** An empty text input field with an "info" link to its right.
- Dewey:** A text input field containing "910".
- Other call number:** An empty text input field.

Step 13: Save your work at the bottom of the page.

Go to the 'Your books' tab and search the book you just entered. Double check all the details you have entered are correct, and that you have added all the information you can.

3.2 Exporting online catalogue from LibraryThing

1. On the top bar (same area you find your books) on the very right click 'More'.



2. Under 'Useful and Fun', click 'Import/Export'.
3. On the next page click 'Export as Excel'.



2. You can either export the whole catalogue or use the different filters shown in the image above to refine your searches.
3. Once you have filtered your search, click 'Export filtered'.
4. An Excel spreadsheet will download. Date the spreadsheet and save it to the 'Library' folder in SharePoint. Print it and file into the James Duncan folder located with the Silver collection.

Note: This only needs to be done when entering a big batch of new books into our library system. Make sure you update the date the document was last added to for future reference.

3.3 Changing tags on LibraryThing

Create tags

Enter new tags in the tag field when adding or editing a book. Make sure your spelling is correct. Please only do this if there are no similar tags, otherwise it creates a surplus of tags about the same subject.

Add tags

Please note that all books in our Gold collection should be assigned the 'Rare books' tag.

Title

Author

Tags

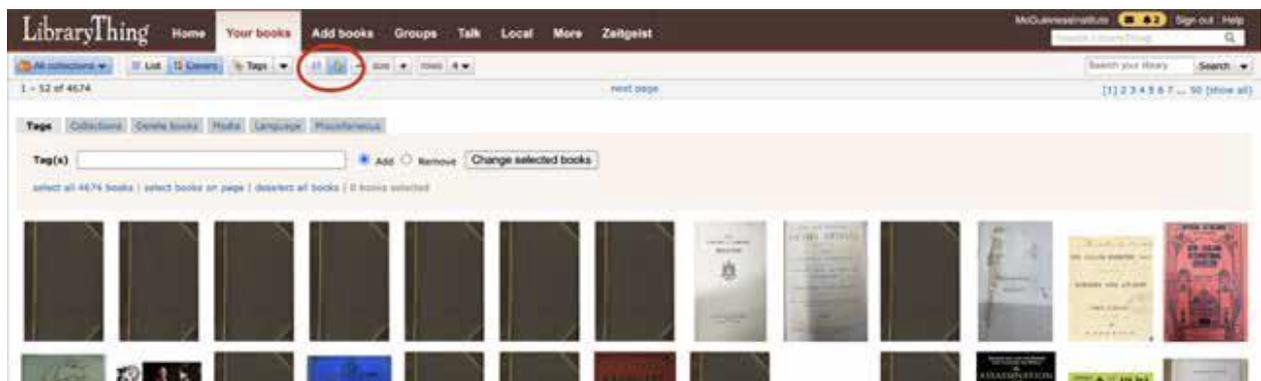
Separate with commas, like "history, military history, Napoleon" ([what are tags?](#))

current tags: Agriculture, Statistics, 1960s, Yearly planner, CRJ

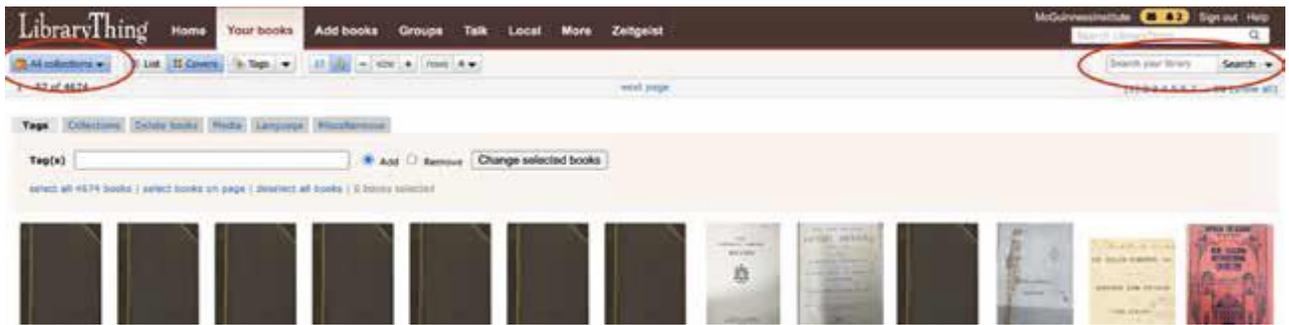
Bulk:

This is the best method to use when you want to add a tag to a whole collection, series or author.

1. Under 'Your books' select the lightning bolt symbol:



2. Select the books you want to add the tag to.
You can do this by:
 - a. Searching for the books in the 'Search your library' bar (best for a volume or author), or
 - b. Choosing a collection in the menu bar.



3. Search the tag(s) you want to add to the books, e.g. CRJ for all of the Colin Radford Journal Collection.
4. Press the 'Add' button.
5. Select the books you want to change. If it is all books then press 'select all [x amount] books'. If not all then select them individually.
6. Press 'Change selected books'.

Merge tags

1. Select 'Tags'.
2. Find the tags you want to merge by looking for duplicates, e.g. Advertising & Marketing and Marketing
3. Hover over the tag until the edit button comes up underneath. Select 'edit'.



4. Change the name of the tag to the one you want to merge it with.



5. Press 'Save tag' when done.

Remove tag from book(s)

This is the best method to use when you want to remove a single tag, or just a few.

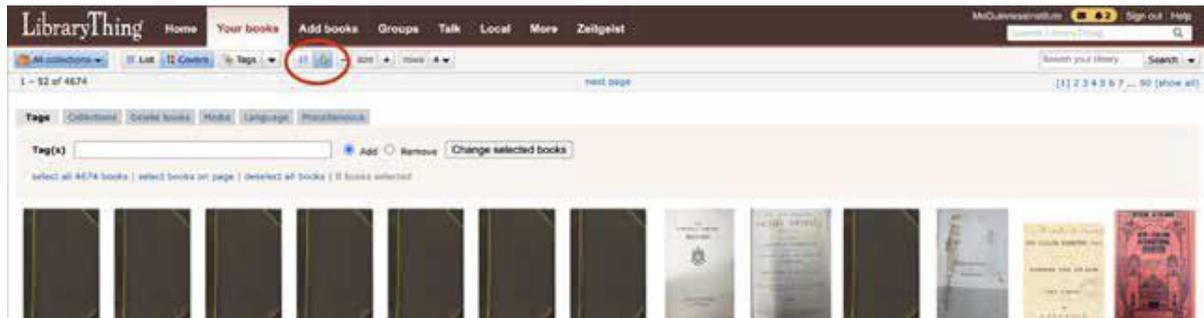
Follow the same process as merging tags, except change the old tag name to 'Archived'. Then remove the 'Archived' tag from all books.

Please note that once there are no books under a tag, the tag will self-delete from our system. See Remove tag from our system below.

Remove tag from our system

This is the best method to use when you want to remove a tag from a whole collection, series or author.

1. Under 'Your books' select the lightning bolt symbol:



2. Press the 'Remove' button.
3. Select the books you want to remove the tag from.
You can do this by:
 - a. searching for the books in the 'Search your library' bar (best for a volume or author), or
 - b. filtering the collection in the menu bar.
4. Search for the tag(s) you want to remove from the books, e.g. SFI 1 (we no longer use SFI numbers).
5. Press 'Change selected books'.

4.0 Suggestions on how to disestablish the library in the future

There is no intention to disestablish the library, but below are a few thoughts.

First is for Mark and Wendy's children to take away any books that are of interest.

Second, decide whether the books stay as a collection in Wellington, either within separate facilities or given to Te Papa or the Turnbull Library.

Third, anything that remains is sold with the financial revenue being donated back to the McGuinness Foundation.