

# Guildford Cathedral Library

## Catalogue System Help File

### Basic Information

To exit this help file click on the button marked exit or click on the Close button - top right hand corner with a X on it.

This system displays the Cathedral Catalogue in three formats of which the simplest is that in PDF Format.

To close the System click on the Close button on the interface (right hand side). This will shut the system down and turn off the computer with the exception of the screen. When the screen goes blank please turn off the screen by pressing the button on the screen marked *Screen On/Off*

### Button 2: PDF Catalogue

This is accessed by clicking on the second button from the left on the interface and displays the catalogue within Adobe Acrobat Reader. This PDF formatted catalogue is the quickest operating version on the system.

This catalogue opens in a version ordered by Author's surname. The tabs on the left enable you to move swiftly to the first page containing author's names beginning with the selected letter.

This catalogue can be navigated as is usual for Adobe Acrobat Reader.

To swap to a version ordered by title click the appropriate tab on the left.

To view any updates to the main catalogue click on the Update tab on the left (This facility is also available directly from the main interface).

If you lose the tabs on the left hand side try pressing F5.

Searching may be achieved through the Acrobat Reader Search facility by clicking on the binoculars on the Reader Toolbar (top of screen on the left)

To close the PDF catalogue and return to the main starting interface use the exit tab on the left or click on the Close button - top right hand corner with a X on it, like most Windows applications.

### Button 3: HTML Catalogue

This is accessed using the third button from the left on the interface and displays the catalogue using Internet Explorer. Initially the screen colour will be brown/orange and the catalogue is ordered by Author's surname. It takes a few seconds to load; allow it to do so before you try anything!

The row of initials in the upper part of the list allows quick access to the start of Author's names beginning with the selected letter.

To swap to a version ordered by Title click on the link above the row of letters. This will load a version with a green background which works in a similar way to the brown/orange version.

Searching of the HTML catalogue is available using - Edit --> Search (on this page). Do remember however that this machine is not connected to the network, the internet or any other computer.

To close the HTML catalogue and return to the main starting interface click on the Windows Application Close button - top right hand corner with a X on it.

### Button 4: Updates

This gives access to a PDF format file of any updates since the main catalogue was issued. Operation is similar to that of the PDF Catalogue.

## Button 5: Help

This is the Help File button that brought you here.

## Button 6: Close

This button shuts the system down. Please do not forget to turn the screen off after the shut-down has completed (the screen goes blank).

## Button 1: Readerware

This gives access to the complete database and is available on request. If you would like to see how it works and to obtain access to this facility please send an e-mail to the librarians.

## Subject Searches

The books in the Library are arranged on the shelves according to the Dewey Decimal Classification System. If you want to search the catalogue by subject the best way is to use the appropriate Dewey number when using the search facilities mentioned in Sections 2 and 3 above.

For your convenience two of the tabs on the left open pages on which are collected the Dewey numbers most appropriate to this Library.

There are limitations to this of which you need to be aware; for example if you search on 232 (Dewey number for *Jesus Christ*) you will also find all books published by Darton Longman and Todd because their ISBN numbers include the sequence 232. However with appropriate intelligence this can be accommodated and useful subject searches undertaken.

## General

The catalogue computer is designed to do one thing and one thing only, that is offer the facility to examine and search the Library Catalogue. It does not have network or internet access, nor does it have facilities for writing essays or sermons.

This catalogue system is designed to be robust, but if you find it is mal-functioning please ask the Cathedral Office to send me an e-mail.

## Catalogue on the Cathedral Web site

If you would like to have a copy of the catalogue on your own computer you can download a copy from the Cathedral web-site. Please read the notes (particularly the note on file size), which are also available on the web site, before you decide to download it.

The Cathedral web site address is: <http://www.guildford-cathedral.org> and there are three ways of obtaining the catalogue:

1. From the Home page click on *Cathedral*, then *Library* and *more* and *more*. This brings you to the *catalogue download page* with links to the ZIP files which contain the catalogue files.
2. From the Home page click on *Latest Information*. On this page is a link to the *catalogue download page*.
3. Put the address of the *catalogue download page* (<http://www.guildford-cathedral.org/library3.html>) directly into your browser.  
[Note that when viewing the *catalogue download page* you cannot add it to your Favorites/Bookmarks. However it is possible to construct a book mark using the direct address above.]

## Final Note

If, after you have consulted and borrowed books from the Library, you find that you would like to possess your own copy of a particular book it is worth remembering that the Cathedral Book Shop can obtain any book currently in print, and usually can do so very quickly.

## List of Subjects and Corresponding Dewey Classifications

Books are arranged around the Library in Order of Dewey Classification

Anglican Church	283	Liturgy and worship	264
Apologetics	239	Methodists	287
Architecture: religious	726	Ministry of bishops	262.12
Baptists	286	Ministry of clergy	262.14
Bible: texts and commentaries	220-229	Ministry of laity	262.15
Bible: history and geography	220.9	Ministry of Women	253
Biography: in subject name order	920	Mission	266
Buddhism	294.3	Monastic orders	271
Canon law	262.9	Music: sacred	783
Christian life	248.4	Painting: religious	755
Christianity and economics	261.8	Parish administration	254
Christianity and politics	261.7	Pastoral theology and work	250
Church architecture	726	Pastoral work	253
Church government	262	Personal religion	248
Church history	270	Philosophy	100
Church history: by areas	274-279	Philosophy of Christianity	201
Church history: chronological	270.1-270.8	Prayer: manuals and guides	248.3
Church of England	283	Prayers: texts and anthologies	242
Comparative religion	291	Preaching	251
Creeds and confessions of faith	238	Presbyterian and Congregational	285
Ecumenical movements	262.001	Primitive and Oriental Churches	281
English church history	274.2	Protestant Churches	284
Escatology	236	Religious painting and symbolism	755
Ethics: Christian	241	Roman Catholic Church	282
Ethics: general	170	Sacraments	265
God and the Trinity	231	Sacred furnishing and fittings	247
Greek language	487	Sacred music	783
Hebrew language	492.4	Salvation	234
Heresies	272	Science and religion	215
Hinduism	294.5	Sermons: texts and anthologies	252
History: Great Britain	942	Social theology	260
Hymns	245	Sociology	301
Islam	297	St Paul: life and theology	227
Jesus Christ	232	Symbolism	246
Jews: history	296.09	Theology (general and specific)	230
Judaism	296	Training for the ministry	268
Literature	800	Welfare	360

The numbers and topics above are those most commonly found in this Library.

The two volumes of tables and index of the 16th edition of the Dewey Decimal Classification (located behind this Catalogue Computer close to the printed Catalogue Documentation) give more details for those interested.

## List of Dewey Numbers and corresponding Subjects

Books are arranged around the Library in Order of Dewey Classification

100	Philosophy	264	Liturgy and worship
170	Ethics: general	265	Sacraments
201	Philosophy of Christianity	266	Mission
215	Science and religion	268	Training for the ministry
220-229	Bible: texts and commentaries	270	Church history
220.9	Biblical times: history and geography	271	Monastic orders
227	St Paul: life and theology	272	Heresies
231	Theology: general and specific	274-279	Church history: by areas
231	God and the Trinity	274.2	English church history
232	Jesus Christ	281	Primitive and Oriental Churches
234	Salvation	282	Roman Catholic Church
236	Eschatology	283	Anglican Church
238	Creeds and confessions of faith	283	Church of England
239	Apologetics	284	Protestant Churches
241	Ethics: Christian	285	Presbyterian and Congregational
242	Prayers: texts and anthologies	286	Baptists
245	Hymns	287	Methodists
246	Symbolism	291	Comparative religion
247	Sacred furnishing and fittings	294.3	Buddhism
248	Personal religion	294.5	Hinduism
248.3	Prayer: manuals and guides	296	Judaism
248.4	Christian life	296.09	Jews: history
250	Pastoral theology and work	297	Islam
251	Preaching	301	Sociology
252	Sermons: texts and anthologies	360	Welfare
253	Pastoral work (inc ministry of women)	487	Greek language
254	Parish administration	492.4	Hebrew language
260	Social theology	726	Church architecture
261.7	Christianity and politics	726	Architecture: religious
261.8	Christianity and economics	755	Religious painting and symbolism
262	Church government	755	Painting: religious
262.001	Ecumenical movements	783	Music: sacred
262.12	Ministry of bishops	800	Literature
262.14	Ministry of clergy	920	Biography: in order of names
262.15	Ministry of laity	942	History: Great Britain
262.9	Canon law		

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