

## Instructions on Using the Inventory of Books

### Organized alphabetically categories of books & maps as follows:

- **(BL/HIST)** Black History Books relating to black or African genealogy
- **(BRITISH)** British Self explanatory
- **(CANADA)** Canada self explanatory
- **(COLL)** Collections Various sets of books. This section is completely arbitrary and will not be changed
- **(FAM/HIST)** Family Histories Anything to do with Family History
- **(GEN/US/CAN)** General Refers to General knowledge regarding the United States
- **(INTL)** International Everything else
- **(MAP/CASE)** Maps
- **(NAT/AMER)** Native American Relating to Indians or tribes native to North America
- **(OVERSIZE)** Oversize Books too big to fit on standard shelves
- **(REF)** Reference Covers a wide range of subjects
- **(SP/COLL)** Special Collections These books are over one hundred years old. Sets bridging the 100 year mark are in Special Collections.
- **(US/CAN)** United States & Canada Includes States by regions.
- **Withdrawn, Available Online** These are no longer on our shelves with a few exceptions. They are indicated by the phrases: Withdrawn available online or Storage in the notes column.

### Spreadsheet has five columns: Call Number, Title, Author, Year, and Notes.

- **Call Number.** This is the letters and numbers assigned to each specific book when they are cataloged. In **Notes** (shown below) lists the book as *Available*, the call number will be used to find it on our shelves.
- **Title:** Every effort has been made to include the complete title. It can be searched by using keywords or any part of the title.
- **Author:** Only the main author has been listed. Author's surname is an excellent way to find a book.
- **Year:** gives the year of publication as well as copyright (c) status.
- **Notes:** There are Five possible notes.
  1. **Available:** means we have the book on our shelves.
  2. **Available online:** images are available through the FamilySearch catalog.
  3. **Withdrawn Available online:** The book is no longer on our shelves and the images are available through the FamilySearch catalog.
  4. **Storage:** The book is available online and is still on our shelves.
  5. **Missing, presumed lost.** The availability of the book has to be determined.

**To search and find books** open the Inventory of Books Spreadsheet found under the Resources tab on the Center Resources under [lasvegasfsc.org](http://lasvegasfsc.org). Within the document Hold Control key (Ctrl) and press the "F" key. A window opens in the upper right. Type in your desired search. Use the up and down arrow keys to move through the spreadsheet.