SCC Library Index User Guide

This short user guide is intended to give you an overview of how to find material available in the Scandinavian Collector's Club (SCC) Library using the SCC Library Index Excel workbook.

Overview

The SCC Library Index is an Excel workbook containing indexes of a substantial portion of the material that is available in the SCC Library. The workbook is organized into several different spreadsheets. These are accessed by clicking on the appropriately labeled colored Tabs in the lower left corner as shown in illustration 1:

Illustration 1: Spreadsheet Tabs

There are currently three indexes, each in their own spreadsheet:

- Books
- Exhibits and Collections
- Audio and Video

In the future we plan to add three additional indexes:
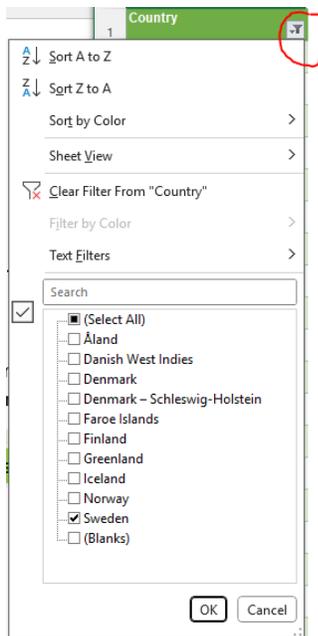
- Catalogs
- Articles
- Publications

How to Find Information in the SCC Library Index

The easiest way to find information in the SCC Library Index is to use the built-in Excel *filter and sorting* functions. Let's say you are looking for books on Swedish Postal History. To find these, please follow these steps:

Click on the Books tab.

In the Country column, click on the little down arrow in the lower-right portion of the column header. This brings up the Excel sort and filter dialogue which then allows you to select one or several countries. In our case we want to uncheck the "Select All" box and then click on the Sweden checkbox. See illustration 2 on the next page.

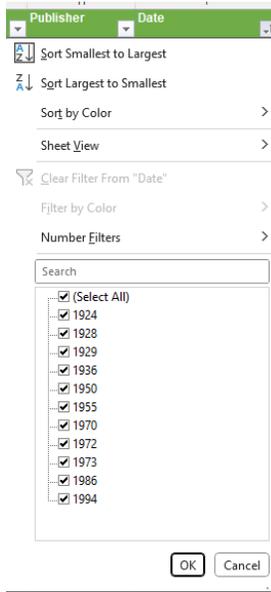## Illustration 2: Excel's Sort and Filter Dialogue Box

This filters the books down to only include the books on Sweden. Next, we want to select only those books with Category of Swedish Post History. We accomplish this by using the sort and filter button on the Category column in a similar fashion to how we filtered countries in the previous step.

Now we have filtered our selection down to only those books that are about Sweden in the category of Swedish Post History.

Lastly, we want to sort our results by year issued. We again click the little down arrow on the header, this time on the date column. Now, instead of filtering we want to click "Sort Smallest to Largest". See illustration 3.

Illustration 3: Sort by Date

Publisher	Date

- A↓ Sort Smallest to Largest
- Z↓ Sort Largest to Smallest
- Sort by Color　>
- Sheet View　>
- Clear Filter From "Date"
- Filter by Color　>
- Number Filters　>

Search

- ☑ (Select All)
- ☑ 1924
- ☑ 1928
- ☑ 1929
- ☑ 1936
- ☑ 1950
- ☑ 1955
- ☑ 1970
- ☑ 1972
- ☑ 1973
- ☑ 1986
- ☑ 1994

[OK] [Cancel]

Now we get our results which shows all Swedish books in the category of Swedish Post History sorted by date issued. The result should look something like this.

Country	Category	Catalog	Numer	Language	Title	Author	Publisher	Date
Sweden	Swedish Post History	SWE B1	1	S	Svenskt Postväsen, Uppsatser i Postala Ämnen / Swedish Postal Service, Essays in Postal Topics	Gunnar Lager, Johannes Rudbeck, and Ernst Grape (editors)	Swedish Post, Stockholm	1924
Sweden	Swedish Post History	SWE B2	2	Fr	Les Postes Suédoises, Notices sur les Questions Postales /;Swedish Post, Manual on Postal Issues	Gunnar Lager, Johannes Rudbeck, and Ernst Grape (editors)	Swedish Post, Stockholm	1924
Sweden	Swedish Post History	SWE B3	3	S	Posten i Forntid och Nutid /;The Post in the Past and Present	Paul Gerhard Heurgren, et al.	Förlag P. Heurgren,	1924
Sweden	Swedish Post History	SWE B4	4	S	1698 Års Prickebok, en Postal Historisk-Statistisk Studie /;1698 Tally Book, a Postal History-Statistical Study	Yngve Nylander	Swedish Postal Museum,	1928
Sweden	Swedish Post History	SWE B5	5	S	Post och Press i Sverige, 1643-1791 /;Mail and Press in Sweden, 1643-1791	Paul Gerhard Heurgren	Swedish Postal Museum,	1929
Sweden	Swedish Post History	SWE B6	6	S	Svenska Postverkets Historia /;Swedish Post Office History	Nils Forssell (compiler)	Swedish Post Stockholm	1936
Sweden	Swedish Post History	SWE B11	11	S	Svenska Postgirot, 1925-1949 /;Swedish Postal Giro,1925-1949	Karl Wilhelmsson	Swedish Post, Stockholm	1950

Returning all Records

To remove all filters, and return all the books in the index, the easiest method is to go to the Data menu in Excel, then click the Clear button on the Sort & Filter menu. This will return all records. See Illustration 4:

Illustration 4: Clear Filters Menu

Summary

In this short user guide, we have demonstrated how to find books using the filter and sort functions in Excel. The same exact methods can be applied to any of the other indexes in the SCC Library Index.