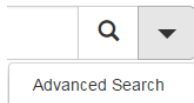


Instructions for Using On-line Lending Library

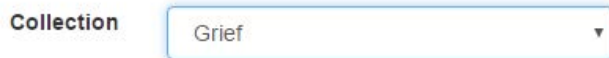
- Click on image in scrolling arcade, to select.
- Or search for resource in several ways.
 - Type keyword, subject, title, author, etc. in search window on main page.

A search bar with the placeholder text "Search for..." and a magnifying glass icon on the right.

- Click arrow to select advanced search

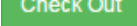

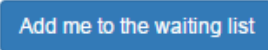
A button with a magnifying glass icon and a dropdown arrow, labeled "Advanced Search" below it.

- On the advanced search page, you may select specific criteria on the left side of screen.
- At the bottom of the advanced search page, you can limit your search by collection. For example, select Grief to view all holdings related to Grief.

A dropdown menu labeled "Collection" with "Grief" selected.

- Or select Your Library under collection to view an alphabetical listing of all holdings.

A dropdown menu labeled "Collection" with "Your library" selected.

- Once an item is found, select .
- The password is **[lending](#)**.
- Choose parish from the next screen. Parishes are indexed alphabetically by parish name. Please note the location is listed with parish and confirm that the correct parish is being selected.
- Finally, select .
- If item is already checked out, select , and complete form.

If you have any questions or need assistance, please contact Leslie Burns at cf@richmonddiocese.org or call 804-622-5227.