## **Office of Formation and Discipleship (OFD)**

## **Resource Collection User Guide**

- Searching for a resource
  - Go to

http://www.librarything.com/catalog/Archatl-OFD

- Type the title or author in the box that says "search your library" (not the box that says "search site")
- To look for a topic rather than a specific title, click the arrow in the 'Lending ' option at the top of the screen
  - Click the "Tags" option
    - Choose the topic from the list and all resources related to that topic will be displayed.

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- Click on the resource you want to borrow
- Borrowing a resource:
  - Fill out this form (<u>http://tiny.cc/ofdlib</u>) to check out a resource from the OFD collection
  - OFD will confirm and fill your request