

Searching the online catalogue

1. The catalogue view on the screen is Standard. On the toolbar under the screen, you will see 3 icons:
 - Bath** a list of the resources held at St Stephen's Landsdown, Bath. Only available to personal callers at the church.
 - Catalogue (standard)** click this to return to standard view after your search.
 - Collective Worship** A list of resources for collective worship for primary schools.
2. To search, type a search term into the box next to **Search for?** Click the **Go** button. You can search by **title, author** or **keyword** or any of the following media: **DVD, CD, artefacts, poster, housegroup, hardback, paperback.**
3. For more detail, highlight a title by clicking on it, then, in the left hand column of icons, click **Show** (second icon down). This will bring up a 'catalogue card' with a summary and book cover image. It will also tell you whether or not the book is available.
4. To reserve an item email resourcecentre@bathwells.anglican.org or phone 01749 685129. (The **reserve** icon is not enabled.)