

Online Catalog: Search Instructions

Diocese of Helena Resource Center — Catholic Formation Services

As you will see, this is a "browse only" catalog. You will need to go through your parish or Catholic school to order materials. Kathy Ward is available for consultation Monday through Friday, between 8:00 a.m. and 4:00 p.m. at 1-800-584-8914 or 442-5820.

How to Browse the Catalog

You may use as many or as few options as you choose in finding what you are looking for. You may want to scroll through the options listed below to become familiar with them.

When you are ready to search the catalog hit Go Directly to Catalog, here or in the sidebar to the left.

On the first screen click on 'Media Center.' On the second screen, choose 'Guest Account' and click the 'Log in' button (you do not need an account name or password). Now you are ready to search!

You will find a box on the right-hand side of the screen labeled 'Search'. To begin your search hit the 'Find item(s)' button. That will bring up a blank page for you to enter any of the search options you choose. Then hit the 'Submit Find Request(s)' button. All items listed in the catalog that fit the request you made will appear on the screen in alphabetical order.

Only 25 items are listed on each screen, so if there are more than 25 items found you will have to turn the pages on the book on left side of the screen. (If that book does not show on the screen, there is a small arrow at the top left hand corner of the screen. Push it and the "book" and some other information will appear.)

If you want more information about one of the items from the list, you can hit 'Go to Form View' at the left edge of the title and you will find more information about that particular item. You can return to your list by hitting 'List View' or you can use the buttons at the top of the page (not the back button) to turn through the 'previous' or 'next' items from the list.

If you want to conduct another search simply hit 'find again'> on the right side of the listed items or go to the 'Search' box on the form view and start over again.

Search Options

Title

Code – Indicates the type of media.

BK = Book

D = DVD

M = CD

R = CD Rom

V = Video

C = Audiocassette tape

K = Kit (multimedia, programmatic materials)

ACC# (Accession #) – This is the Resource Center numbering system.

Level – Indicates the age level for the material presented.

Pre = Preschool

P = Primary grades (1 - 3)

I = Intermediate grades (4 - 6)

J = Junior High school

S = Senior High school

A = Adult

Length

Cass – The number of cassettes in this title.

Author/Speaker

Company – The producer/publisher

Description – Many of the item have a short description.

Key words (Subjects) – Subject areas each item includes.

If you need further assistance or have questions, contact Kathy Ward at 1-800-584-8914 or 442-5820, Monday through Friday, 8:00 a.m. to 4:30 p.m.