## **Resource List Instructions**

Date Sept 2025



## **Introduction**

Our cupboards hold a treasure trove of books and other media resources.

We would love them to be borrowed either for you to use the material or to help you make a purchasing decision.

We have put together all these resources into a spreadsheet and we have been sharing some parts of it in our mailings over the last year.

Here is the complete list and it is easy to search to find what you are looking for.

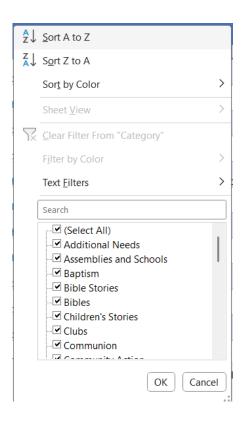
Please play around with this as much as you like – we have a master copy!

Each column header has a small white arrow in the bottom right corner



Click on the arrow of the header you wish to search

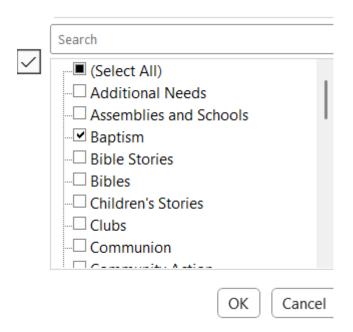
• You then choose how to search. You can use the top 2 options to search alphabetically.





• If you want to search more specifically untick (Select All).

Then tick the subject you wish to search for and press OK at the bottom.



The resources should now be in the order you want.

If you want to select something else go back into that list and tick (Select All) and OK.



You can then search for something else.

We have had to use a limited amount of tabs to make this more useable.

The only place this is not obvious is in the User category as we made the Children's Leader the default user where the resource is more general.

Do please contact Sarah (sarah.cabella@rochester.anglican.org) if you wish to borrow a book.

Please come and collect or arrange for someone to collect it for you. We may be able to post them out if necessary.

As ever please get in touch with us if we can help you find what you are looking for.

