



How to find a book on the Holy Eucharist Parish Library Spreadsheet

1. On the Google spreadsheet (not from the browser menu), click **Edit** > **Find and replace**.
2. Next to "**Find**," type the word you want to find. Begin with as specific a word as possible. For example, if you are searching for "Contemplative Prayer" by Thomas Merton, you will receive more satisfactory results by trying to find "Contemplative" or "Merton" than you will by searching for "Prayer" or "Thomas".
3. To search for the word, click **Find**. Be sure that "All Sheets" is selected from the drop-down menu after the word "Search". To see the next time the word is used, click **Find** again.
4. Optional: Narrow your search by using an option below.
 - **Match case:** Makes your search case-sensitive.
 - **Match entire cell contents:** Searches for cells that are an exact match.
 - **Search using regular expressions:** Searches for cells that match a pattern.

After you've found the book or audio-visual item on the spreadsheet, go to the parish library (go through the kitchen to the back left-hand side) and look for the book on the shelves. If it is available, take out the circulation card, complete it with the date, your name, and a telephone number and leave the card in the black metal box on the wall by the door. You may borrow books for at least a month. You may also leave suggestions about the library in the same metal box.

If you just wish to browse the spreadsheet, notice the tabs at the bottom which display the various topics or themes.

The library is open when the parish office is open and after Masses on the weekend.

If you find errors on the spreadsheet, please inform Vic Suarez at vmsuarez50@gmail.com