

Receiving Items from the Diocesan Liturgical Storage Facility

1. An online inventory is available. The inventory page is password protected. Please contact the Office of Worship for the password. **The inventory is available only to Catholic Parishes, Catholic Schools or other Catholic institutions. Because Canon Law restricts who may receive liturgical or devotional items that previously belonged to parishes, the password is NOT to be shared with parishioners, unless they are operating on behalf of a parish, Catholic school, or Catholic institution.**
2. If you cannot find an item in the inventory, you may call the Worship Office to see if a requested item has yet to be catalogued. Please note: these types of calls will receive low priority and there may be a delay in receiving a response, especially during busy seasons.
3. If you'd like to reserve an item from the online inventory, please use the "reserve item" function that is available on each item's detailed webpage.

Note: at this time, you'll need to fill out a separate form for each item. If you are reserving multiple items, please feel free to fill out one form and include the inventory numbers the other items you wish you reserve in the "comments" section. This will eliminate the need to fill out multiple forms,

4. The Office of Worship will verify the items are still available and will set them aside for you or mark them reserved for you. Once the item locations have been verified, the Office of Worship will be in touch with you to give you instructions on how to access the storage facility to pick up the items.

Sorry – the Office of Worship will not mail or ship any items. Arrangements must be made for pickup.