




# Searching and Requesting in the Commonwealth Catalog

## Searching

Please note: While not required, for best results, patrons and staff should log in prior to searching and requesting.

1. Enter search term(s)
2. Limit your search (optional)
  - a. Use  to select a search type - default is Keyword
  - b. Use  to select which network(s) to search - default is All
3. Press 'Enter' or click  to view search results screen

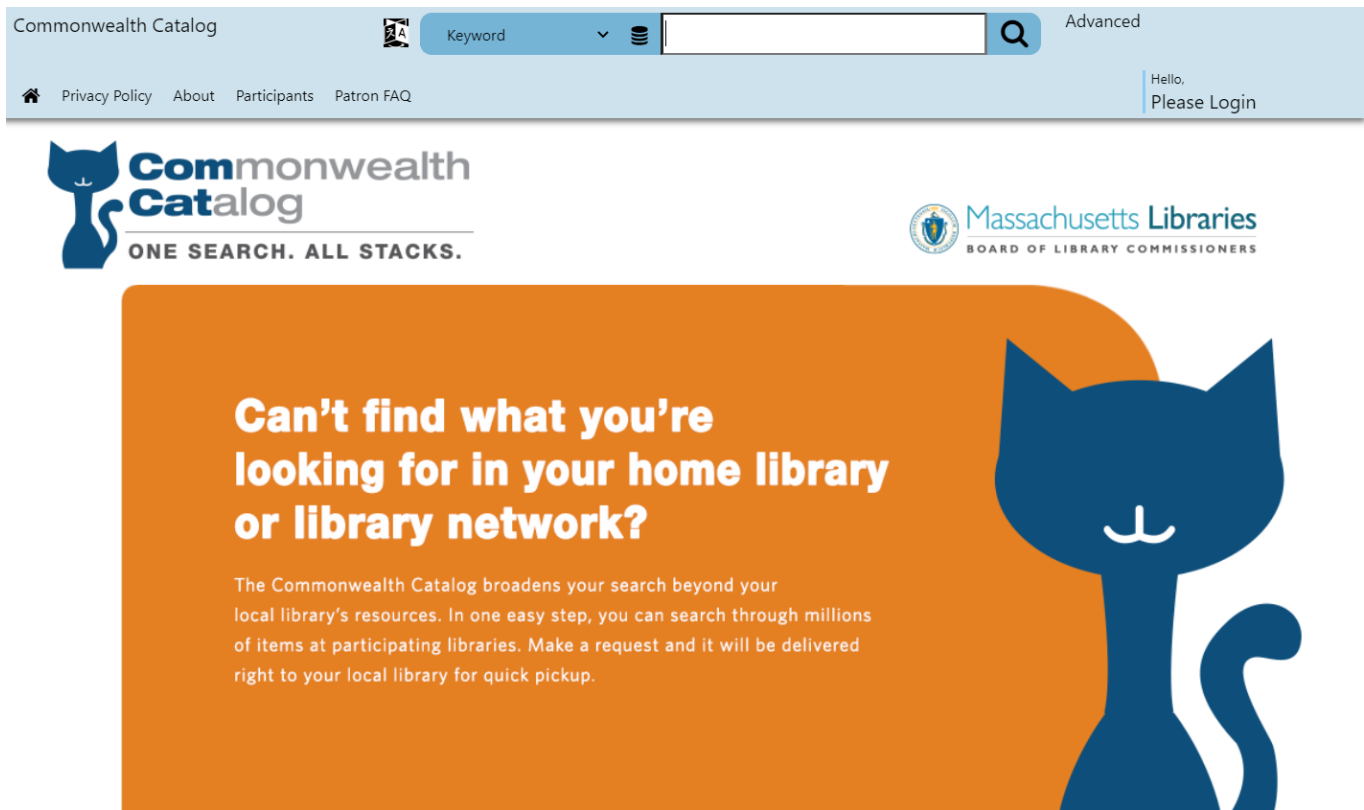
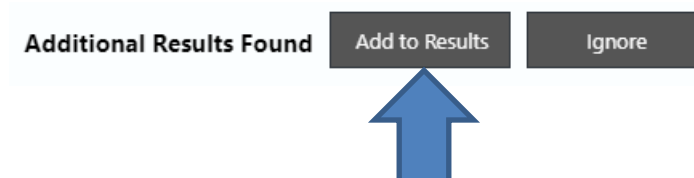




Figure 1 - Commonwealth Catalog Home Page

**Note:** After the initial search results load, further results may load in the background. This is to reduce screen flashing and load times. To load all results, press the "Add to Results" button when it appears.



4. Search results are clustered by title. Titles with multiple formats or editions are grouped together (figure 2)  
If a title only has one format or edition, there will be two action buttons below the title's cover art:
- Request This Item  – This takes the patron directly to a request form.
  - Save to your list  – This allows the patron to add the title to a custom list.



5. Locate the title you want and click on the cover to view more availability details.

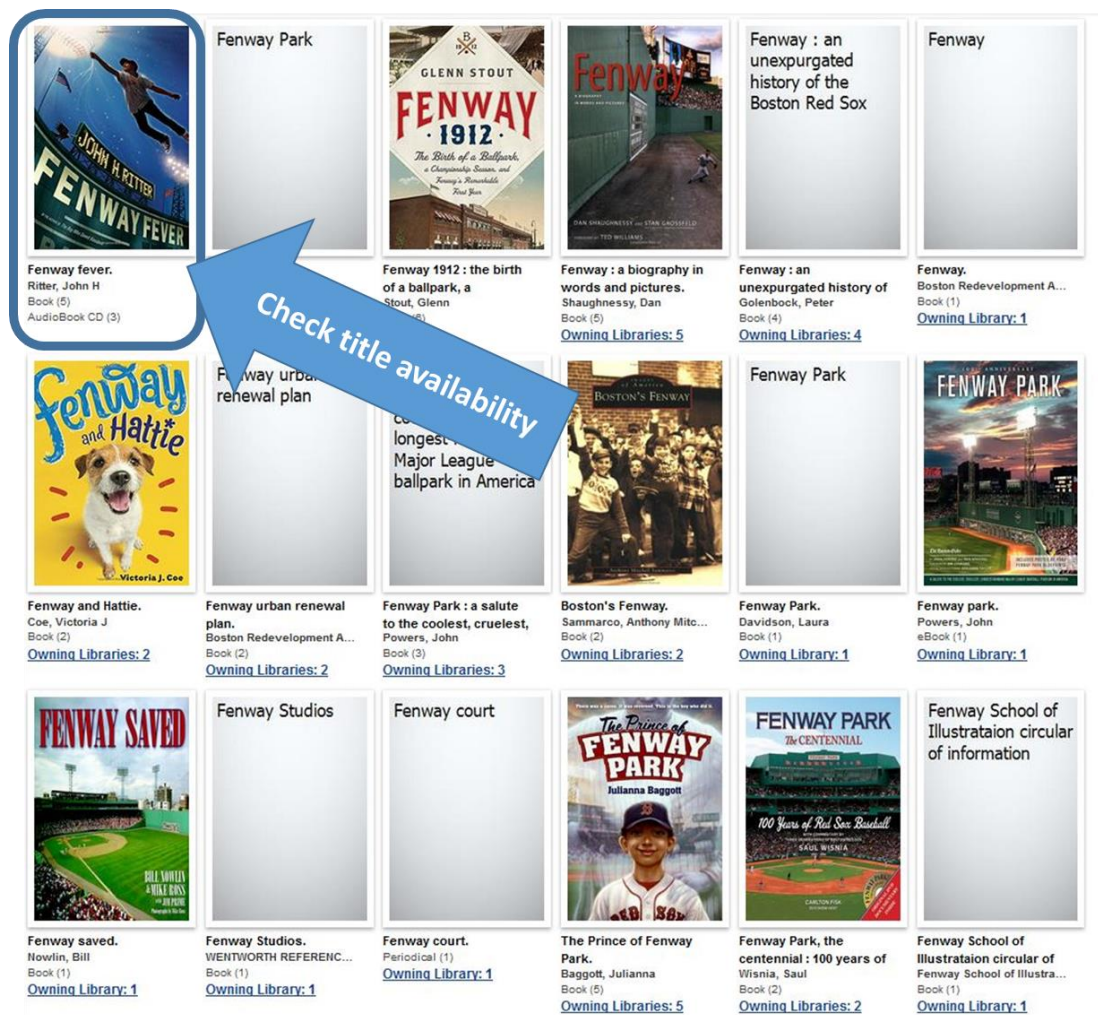


Figure 2 - Search Results Screen

- If the title has multiple formats, or editions you will see a list (figure 3). If there is only one item you will see detailed information for that item (figure 4).
- Click the **Request This Item** button to place a request or click on the cover image in the list to view detailed information about a specific item

**Title:** King [videorecording] an Abby Mann Production in association with Orion  
Produced by Paul Maslansky directed by Abby Mann

**Publisher:** MGM Home Entertainment

| Format                  | Source   | Request | List |
|-------------------------|----------|---------|------|
| <a href="#">DVD</a> (1) | C/W MARS |         |      |

**Title:** King [sound recording] Belly

**Date:** p1995

**Publisher:** Sire

| Format                       | Source   | Request | List |
|------------------------------|----------|---------|------|
| <a href="#">Music CD</a> (2) | C/W MARS |         |      |

Figure 3 - A title with multiple formats or editions.

Found In:  
C/W MARS

**Availability:** 1 (of 1)

**Request this Item**

Modify Search  
Modify Existing Request  
Add to Your List  
Multi Copy

## Details

**System Nbr.:** 2304832  
**ISBN:** 0792864417  
**Publisher Nbr.:** 1007640  
**Title:** King, [videorecording] / an Abby Mann Production  
Paul Maslansky ; directed by Abby Mann.  
**Publisher:** MGM Home Entertainment,  
**Date:** 2005, c1978.  
**Description:** 2 videodiscs (271 min.) : sd., col. ; 4 3/4 in.  
**MGM DVD**  
DVD release of the 1978 motion picture.  
**Notes:** Music by Billy Goldenberg.  
**Notes:** Paul Winfield, Cicely Tyson, Tony Bennett, Roscoe  
De Young.  
**Notes:** A powerful portrayal of Dr. Martin Luther King I

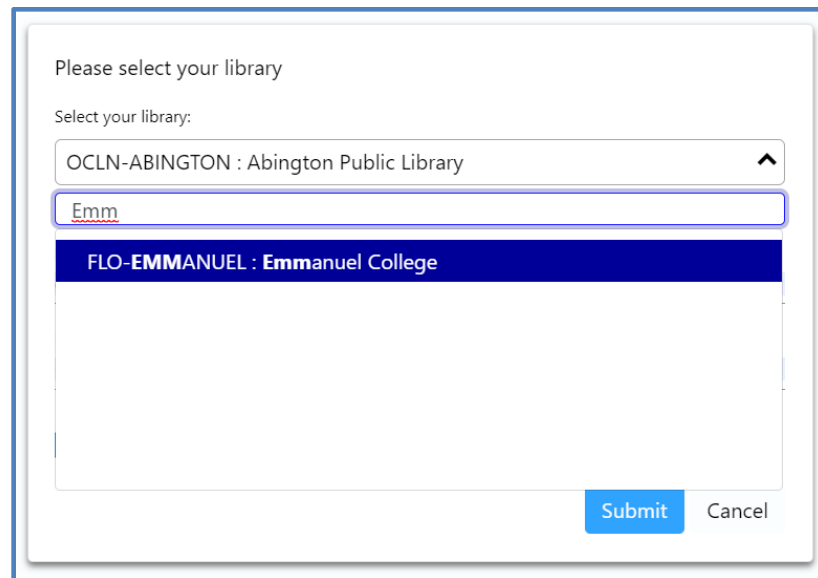
Figure 4 - detailed item information

## Patron Requesting

Before you can place a request you will be asked to enter login credentials (figure 5):

1. Select your library

Patrons can select their library by scrolling through the drop down list or by typing the library name or code in the box.

A screenshot of a web form titled "Please select your library". Below the title is a label "Select your library:" followed by a search box containing "OCLN-ABINGTON : Abington Public Library" with an upward arrow. Below the search box is a dropdown menu. The first option is "Emm" with a red underline. The second option is "FLO-EMMANUEL : Emmanuel College" and is highlighted in blue. At the bottom right of the form are two buttons: "Submit" (blue) and "Cancel" (grey).

*Library field will auto-fill as the user types*

**Note: The library selected upon the patron's first login will be permanently set as their "home" or "default" library for future logins and pick up locations for requests.**

2. Patron's library card number or barcode
3. Pin (or Last name) - *Depends on network*

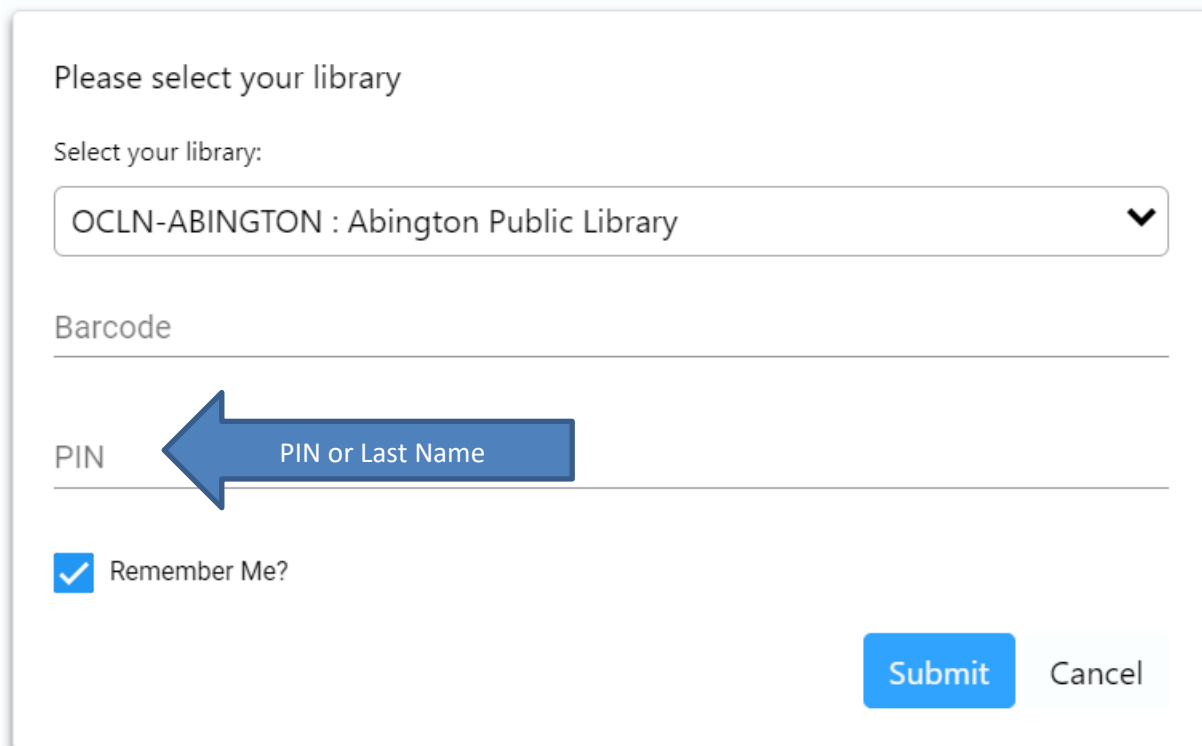
A screenshot of a login form titled "Please select your library". Below the title is a label "Select your library:" followed by a dropdown menu showing "OCLN-ABINGTON : Abington Public Library" with a downward arrow. Below this is a "Barcode" label and an empty input field. Below that is a "PIN" label and an empty input field. A blue arrow points from the text "PIN or Last Name" to the PIN input field. At the bottom left is a checked checkbox labeled "Remember Me?". At the bottom right are two buttons: "Submit" (blue) and "Cancel" (grey).

Figure 5 - Login Screen

4. After logging in, the ILL request page is displayed (figure 6). Confirm request information is correct and click 'Submit' button
  - a. If an email or phone number does not pre-populate in the form, enter the information manually.

Returnable (loan)

Non-Returnable (copy)

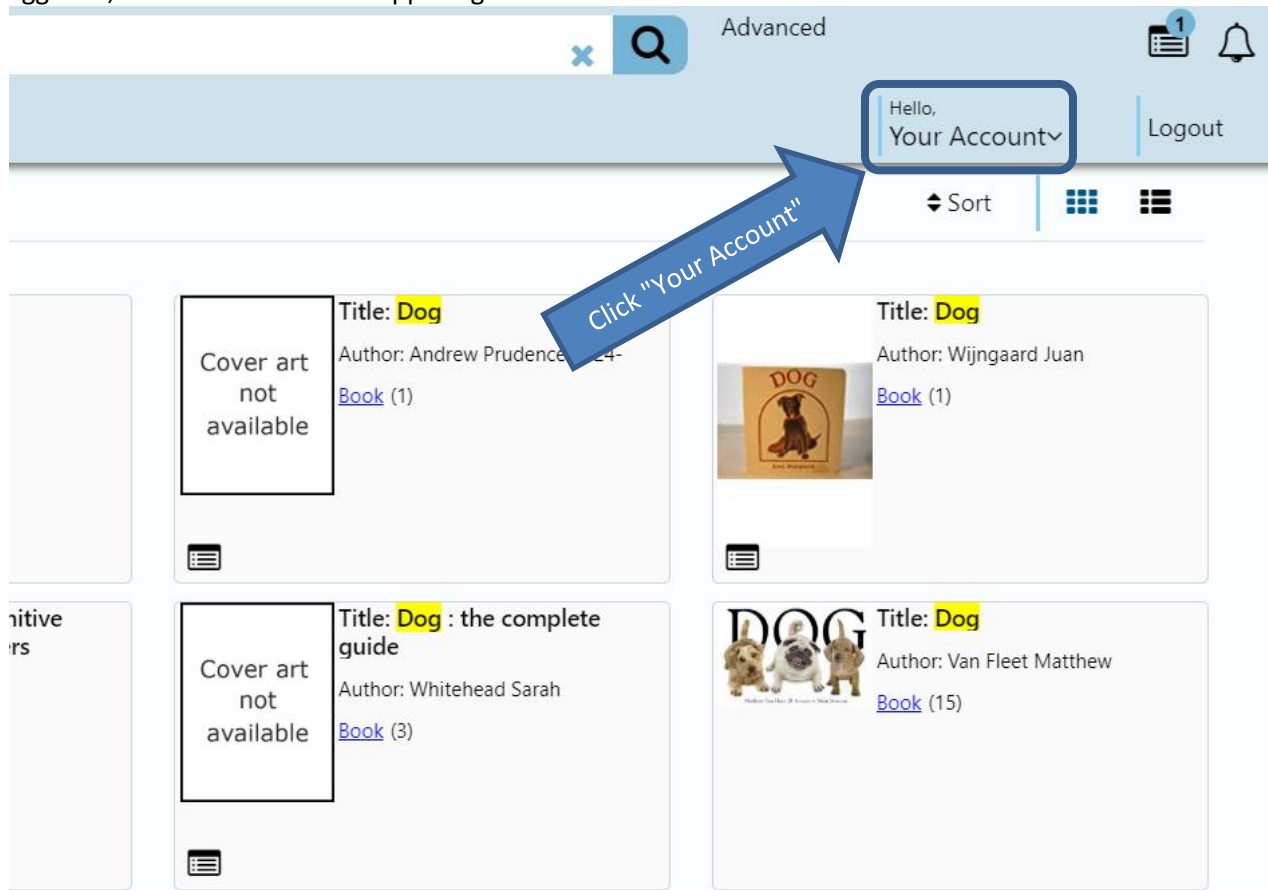
## Returnable (loan)

|                               |                        |             |        |
|-------------------------------|------------------------|-------------|--------|
| Title                         | Fenway fever           |             |        |
| Author/Creator                | Ritter, John H., 1951- |             |        |
| Publisher (Place, Name, Date) | New York               | Philomel Bo | c2012. |
| Physical Description          | 230 p. ; 22 cm.        |             |        |
| ISBN                          | 978039924€             | 0399246657  |        |
| Specific Disc/Volume Needed   |                        |             |        |

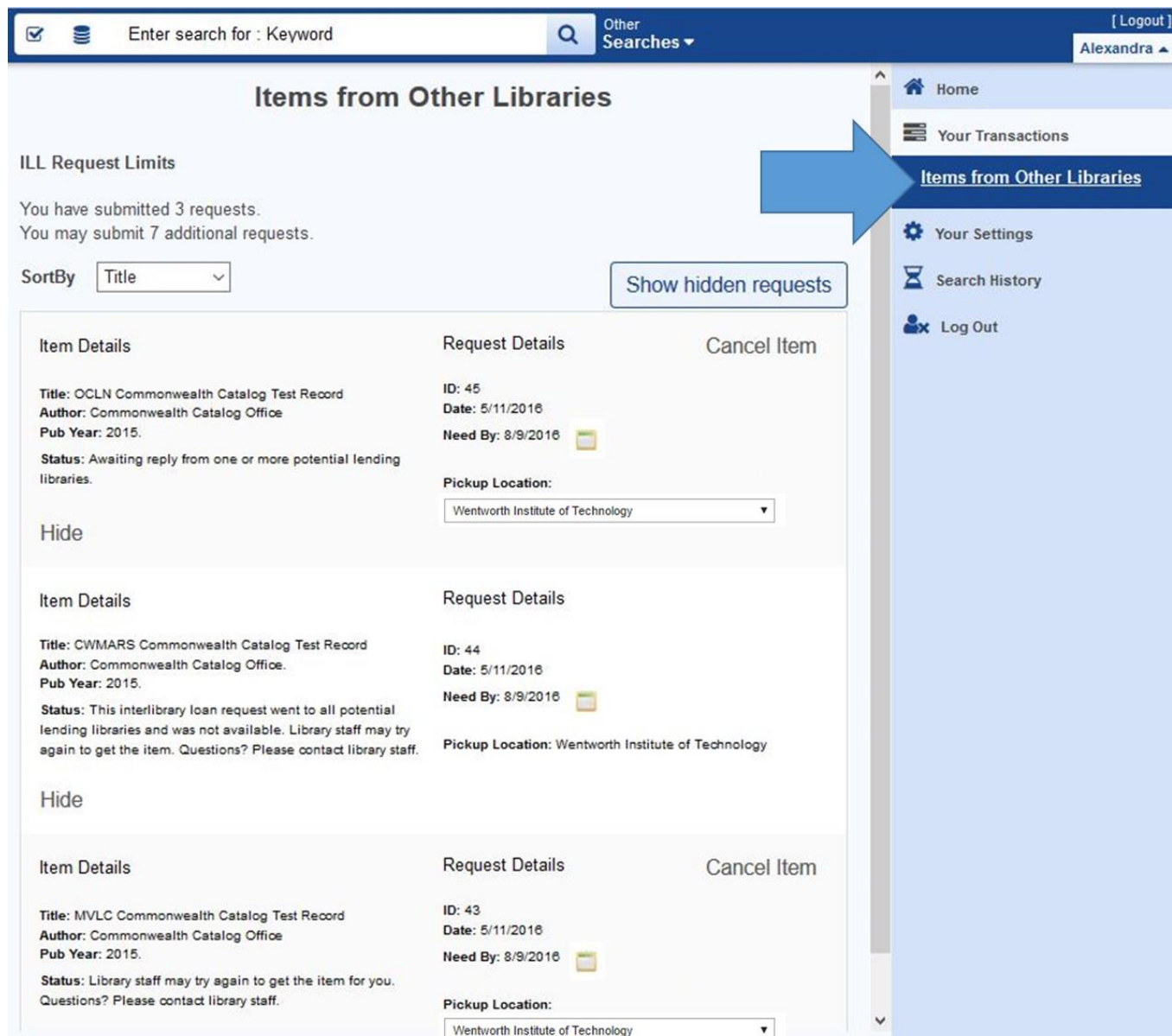
Figure 6 - ILL Request Page

## Tracking or Modifying Requests in Your Account




Track request progress and manage the request using the “Your Account” feature.  
When logged in, click the name in the upper right corner.



The **Items from Other Libraries** category shows active requests on the patron's account.



The screenshot shows a web interface for library requests. At the top is a search bar with the text "Enter search for : Keyword" and a search icon. To the right of the search bar is a dropdown menu labeled "Other Searches" and a user profile section with "[ Logout ]" and the name "Alexandra". Below the search bar is a sidebar menu with the following items: "Home", "Your Transactions", "Items from Other Libraries" (highlighted with a blue arrow), "Your Settings", "Search History", and "Log Out". The main content area is titled "Items from Other Libraries" and contains a section for "ILL Request Limits" stating "You have submitted 3 requests. You may submit 7 additional requests." Below this is a "SortBy" dropdown menu set to "Title" and a button labeled "Show hidden requests". The main content area displays three request cards. Each card has a "Hide" button, "Item Details", "Request Details", and a "Cancel Item" button. The first card shows a request for "OCLN Commonwealth Catalog Test Record" with ID 45, dated 5/11/2016, and a pickup location of "Wentworth Institute of Technology". The second card shows a request for "CWMARS Commonwealth Catalog Test Record" with ID 44, dated 5/11/2016, and a pickup location of "Wentworth Institute of Technology". The third card shows a request for "MVLN Commonwealth Catalog Test Record" with ID 43, dated 5/11/2016, and a pickup location of "Wentworth Institute of Technology".

Enter search for : Keyword  Other Searches  [ Logout ] Alexandra 

## Items from Other Libraries

**ILL Request Limits**

You have submitted 3 requests.  
You may submit 7 additional requests.

SortBy


[Show hidden requests](#)

**Item Details**

**Title:** OCLN Commonwealth Catalog Test Record  
**Author:** Commonwealth Catalog Office  
**Pub Year:** 2015.  
**Status:** Awaiting reply from one or more potential lending libraries.

[Hide](#)

**Request Details**

ID: 45  
Date: 5/11/2016  
Need By: 8/9/2016   
Pickup Location:


[Cancel Item](#)

**Item Details**

**Title:** CWMARS Commonwealth Catalog Test Record  
**Author:** Commonwealth Catalog Office  
**Pub Year:** 2015.  
**Status:** This interlibrary loan request went to all potential lending libraries and was not available. Library staff may try again to get the item. Questions? Please contact library staff.

[Hide](#)


**Request Details**

ID: 44  
Date: 5/11/2016  
Need By: 8/9/2016   
Pickup Location: Wentworth Institute of Technology

**Item Details**

**Title:** MVLN Commonwealth Catalog Test Record  
**Author:** Commonwealth Catalog Office  
**Pub Year:** 2015.  
**Status:** Library staff may try again to get the item for you. Questions? Please contact library staff.

**Request Details**

ID: 43  
Date: 5/11/2016  
Need By: 8/9/2016   
Pickup Location:

[Cancel Item](#)

[Home](#)

[Your Transactions](#)

[Items from Other Libraries](#)

[Your Settings](#)

[Search History](#)

[Log Out](#)



## Change Pick-Up Location

Patrons can change the pick-up location for a request from the request window or in Your Account. If the location name displays as a drop down menu, the location can be changed. Once an item has Shipped, the location can no longer be adjusted and the drop down menu is no longer active.

Select new pick-up location

The screenshot shows the 'Items from Other Libraries' page. At the top, there is a search bar and a navigation menu. The main content area displays a list of requests. The first request is for 'OCLN Commonwealth Catalog Test Record'. The 'Pickup Location' dropdown menu is open, showing a list of libraries including 'Wentworth Institute of Technology', 'Emerson College Library', 'Emmanuel College', 'Lesley University - Sherrill Library', 'Lesley University - Moriarty Library', 'Massachusetts College of Art', 'Massachusetts College of Pharmacy & Health Sciences', 'New England Conservatory', 'New England College of Optometry', 'School of Museum of Fine Arts' (highlighted), and 'Wheelock College Library'. A blue arrow points to the dropdown menu.

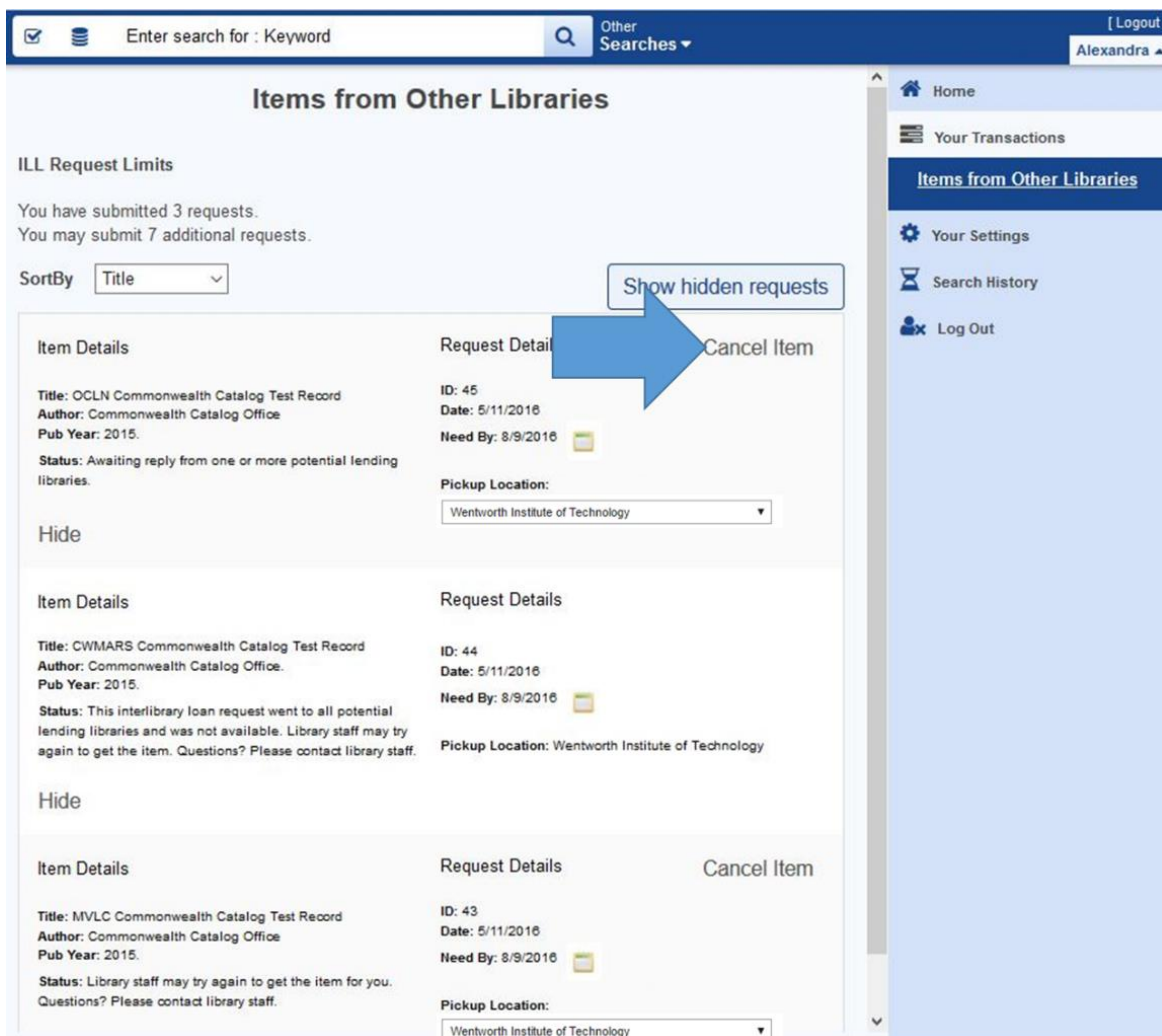
The page will automatically refresh. A new request with the new pick-up location takes the place of the original request.

The diagram illustrates the process of changing a pick-up location. It shows two request cards. The top card, labeled 'Current request and new location', shows a request for 'Dies the fire' with a new pickup location of 'School of Museum of Fine Arts'. The bottom card, labeled 'Original request and location', shows the same request with the original pickup location of 'Wentworth Institute of Technology'. A blue arrow points from the bottom card to the top card, indicating the transition. A note at the bottom states 'Original request has been cancelled'.



## Canceling a Request

If a request has not yet been Shipped by the lending library, a patron can cancel a request. Click the grey “Cancel Item” text to the right of the request.



Confirm the cancel by clicking OK in the pop up window.

The request will remain in My Account until the lending library acknowledges the cancellation.

Patrons cannot cancel requests in the Unfilled status. Patrons *can* cancel items in Retry status.

## Checkout and Return

- The patron may check out the materials for 28 days.
- Renewals are not allowed by Commonwealth Catalog policy.
- The patron should return the item to the library where they checked it out.

## Staff Requesting on Behalf of a Patron

- Log in as staff

- Go to item record and click Request. Staff will be prompted to search for the desired patron.

The screenshot shows a light blue interface with two tabs: 'SHAREit Lookup' and 'ILS Lookup'. The 'SHAREit Lookup' tab is selected. Below the tabs is a search form. It starts with a text input field labeled 'Search Patron' which has a blue border. To the right of this field is the word 'in', followed by a dropdown menu that currently displays '(Select an Index)'. To the right of that is the word 'Where', followed by another dropdown menu displaying 'All User Groups'. On the far right of the form is a circular button with a right-pointing arrow.

*Note: A patron must have logged to ComCat in at least once in order for them to appear in the patron selection list.*

- Select a patron.
- The request form will appear with the patron's information
- Click **Submit** to send the request.

#### **When Staff request on behalf of a patron:**

- The request is automatically approved and sent out, even if the patron's account is set to require staff approval
- Staff can override the "Duplicate Request" message – submit more than one request for the same item
- Staff can override if the item is available in their local system