

PATRON ACCOUNT

Access your patron account through the catalog by clicking “My Account” on the C/W MARS Catalog Homepage or in the links on the left of the other pages.

Login

Use your library card and assigned password (your last name for existing patrons, assigned at library for new patrons).

Dashboard

Click through all your account information from one screen:

- Account Summary
- Items Checked Out
- Items on Hold
- Fines
- Account Preferences
- My Lists

Special features in your account include:

Account Summary – Create your own username for login instead of the assigned one, update your password or email address at any time.

Account Preferences – Settings such as number of search results, search location and range can be personalized while you are logged in.

My Lists – Your lists can now be made public to share with others. Options to access them include through links or an RSS feed.

WHAT YOU CAN DO NOW

- Limit your searches to materials that are currently available (on the shelf).
- See all available formats of a title with one search by using Group Formats and Editions. Don't care if you get the print or CD version? Place a single request for all acceptable formats – the first one that is available.
- Change your search from your local library collection to materials at all C/W MARS libraries (Central & Western) with just a couple of clicks.
- Create your own user preferences for when you are logged into the catalog – unique usernames, library searches, and more!
- Save titles to lists, for yourself or to share with other people through an RSS feed.

<http://www.cwmars.org>

Some materials adapted from MVLC “The New MVLC Catalog” and “Sitka Evergreen Training Manual”, Copyright c2011 BC Libraries Cooperative.



The New C/W MARS Catalog

(Coming May 2012)



Welcome to the Evergreen system!

BASIC SEARCHING

The Homepage for the C/W MARS catalog allows you to search for books and other items at your library or at any library in the C/W MARS network. It contains a single search box for you to enter search terms.

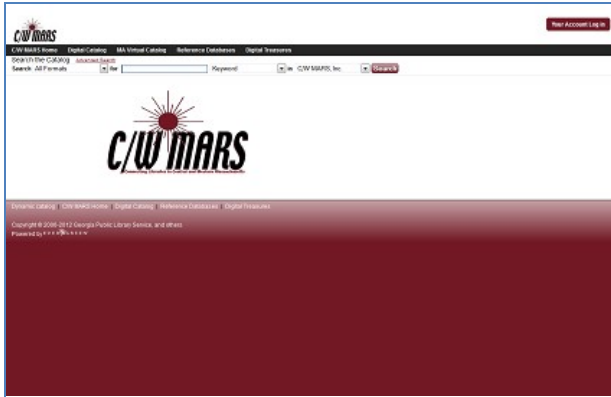


Figure C/W MARS Public Access Catalog Home Page

Search by:

- **Keyword** – finds the terms you enter anywhere in the entire record of an item. This includes title, author, subject, and other information.
- **Title** – finds the terms you enter in a title of an item.
- **Author** – finds the terms you enter in the author of an item. You can type first name, then last name, or reverse.
- **Subject** – finds the terms you enter in the subject of an item. Subjects are categories assigned to items, in this case the Library of Congress Subject Headings.
- **Series** – finds the terms you enter in the title of a multi-part series.

Formats

You can also limit your search by **format**:

- Books
- Large Print Books
- E-Books
- Audiobooks (CD & Cassettes)
- Video Recordings (VHS, DVD, etc.)
- Music
- Electronic Resources (databases or other resources available electronically in the library or online)

Libraries

If you are using the catalog in a library or accessing your library's catalog from its homepage, the search will return items for your local library. If your library has multiple branches, the result will display items available at your branch only. To see results from all your library's branches (e.g. Amherst, Springfield, Worcester), click "Choose a library to search" on the catalog homepage and pick "Town/College", then the town your library is in. You can also search libraries in your region (Central or Western) or all of C/W MARS.

ADVANCE SEARCHING

Access the Advanced Search page by clicking "Advanced Search" on the C/W MARS Catalog homepage or in your Search Results screen.

Sort Criteria

By default, the search results are in order of greatest to least relevance. You can change this and select to order results by relevance, title, author, or publication date.

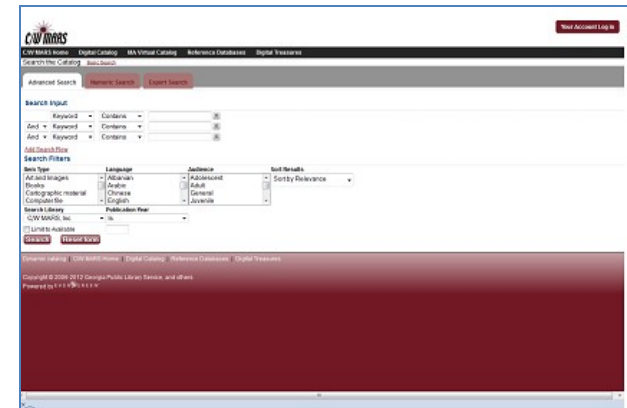


Figure C/W MARS Public Access Catalog Advanced Search Page

Group Formats and Editions

Click this checkbox to have all formats and editions of the same title grouped together as one result. For example, the DVD, audiobook and first and second print editions of *Harry Potter and the Chamber of Secrets* will appear together.

Limit to Available

Click this checkbox to limit to items that are currently available. Titles without available items in the library will not be displayed.

Search Filters

You can limit your searches by Item Type, Language, Audience and Publication Year.

The Advanced button next to the filter name creates a more detailed menu to choose from. For each filter type, you can select multiple criteria by holding down the CTRL key as you click options.