



## Searching and Requesting in the Commonwealth Catalog

The Commonwealth Catalog (ComCat) is a resource for searching most other Massachusetts libraries, including some academic libraries. If you can't find the item you are looking for in an MVLC library, search ComCat next. You can search and request in this catalog yourself with the following instructions.

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## Sign in

Before you can place a request you need to sign in:

1. From the ComCat home page, click on Log in (see figure 1).
2. Select your library: scroll through the drop-down list or by typing the library name or code in the box (see figure 2). The library field will auto-suggest options as you type
  - a. Note: The library selected upon your first login will be set as your “home” or “default” library for future logins and pick up locations for ComCat requests.
3. Enter your library card number.
4. Enter your PIN.
  - a. ComCat only accepts 4-digit numeric PINs, so if you've changed your password in Symphony to something other than a 4-digit numeric PIN, you'll need to first log into Symphony to change it.

Figure 1 – Login button

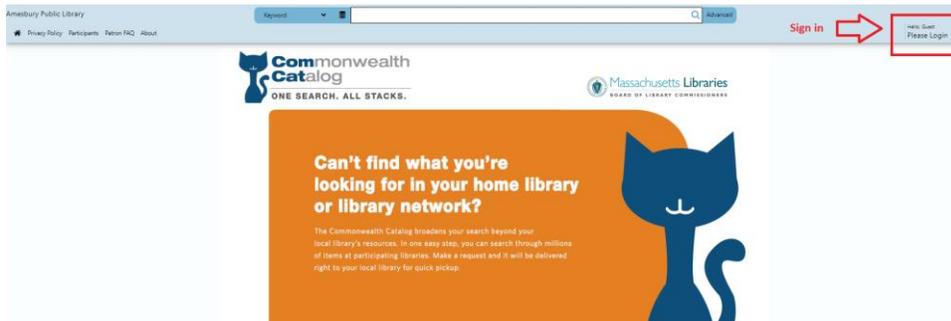


Figure 2 – Login information

Please select your preferred pickup library. Then, enter your library card number and PIN/password.

Select Your Library \*  
MVLC-AMESBURY:Amesbury Public Library ×

Barcode \*  
\_\_\_\_\_

PIN \*  
\_\_\_\_\_

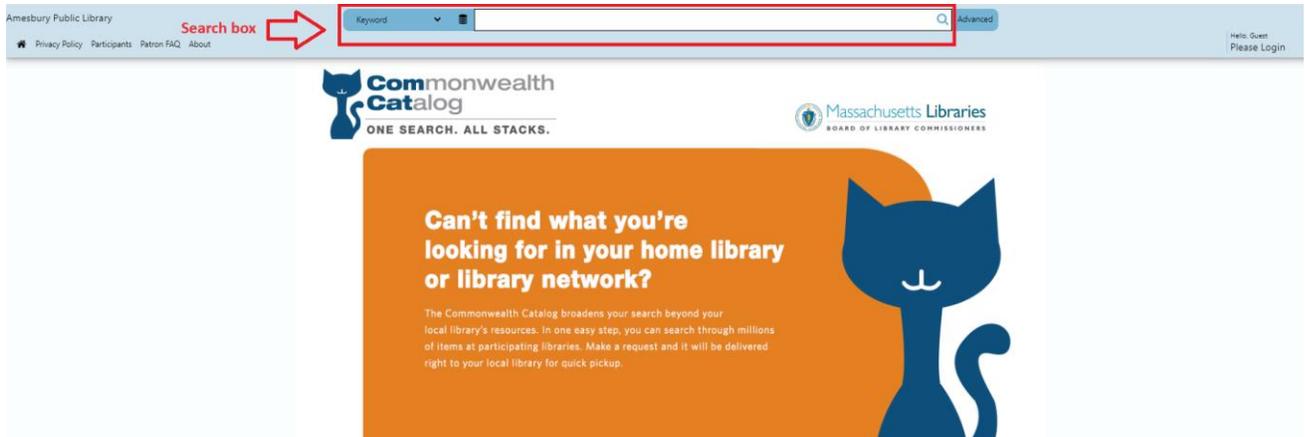
Remember Me?

## Searching

For best results, [sign in](#) prior to searching and requesting.

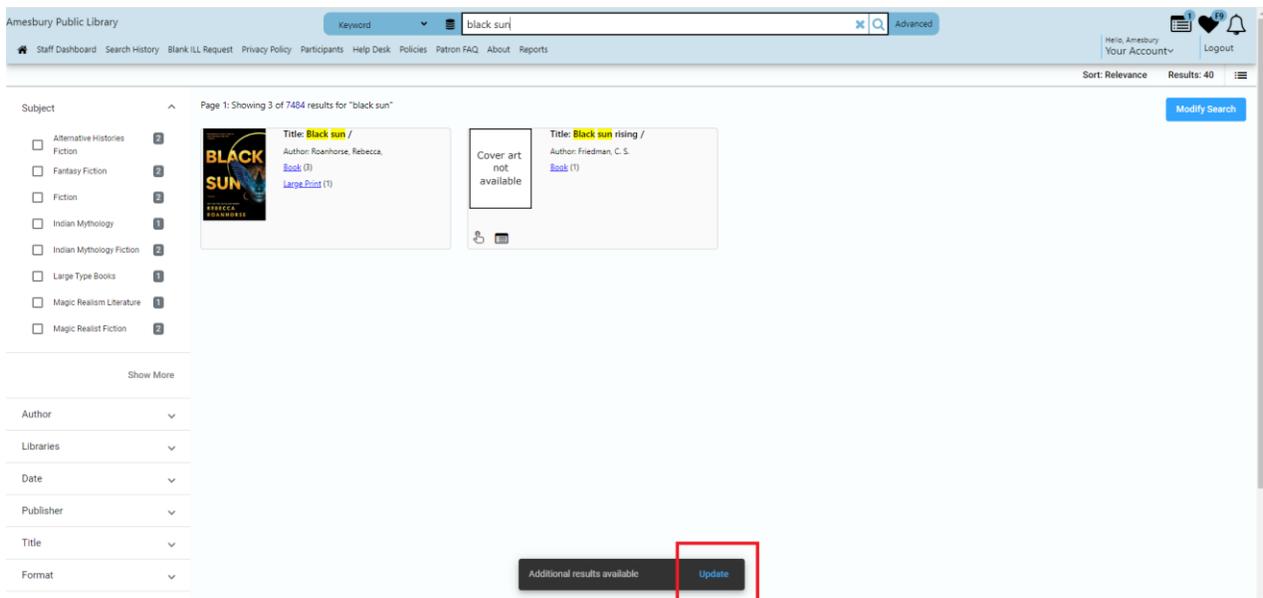
1. Enter search term(s) in the search box (see figure 3).
2. Limit your search (optional).
  - a. Select a search type from the drop-down menu. It defaults to keyword.
3. Press 'Enter' or click the search button.

Figure 3 - Commonwealth Catalog search box



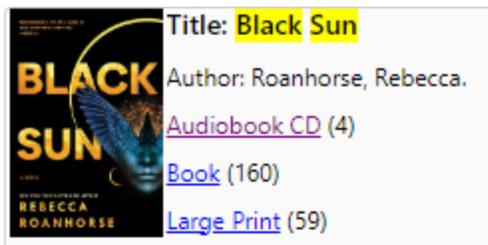
4. After the initial search results load, further results may load in the background. (This is to reduce screen flashing and load times.) To load all results, click the "Update" button when it appears (figure 4).

Figure 4 – Update results button



5. Search results are clustered by title. Titles with multiple formats or editions are usually grouped together (figure 5).
  - a. If a title only has one format or edition, there will be two action buttons below the title's cover art:
    - i. Request This Item – This takes you directly to a request form.
    - ii. Save to your list – This allows you to add the title to a custom list.
6. Locate the title you want and click on the format listed after the title for availability details.

Figure 5 - Title with multiple formats or editions



7. If the title has is owned by multiple networks, you will see a list (figure 6). Select one.
  - a. If there is only one item you will see detailed information for it (figure 7).

Figure 6 – List of networks or editions

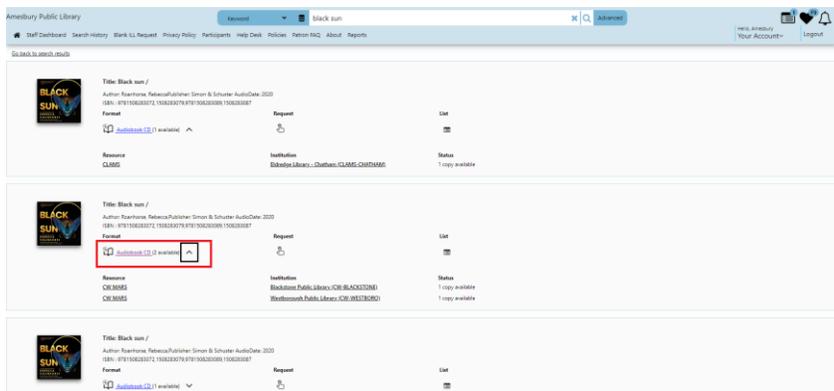
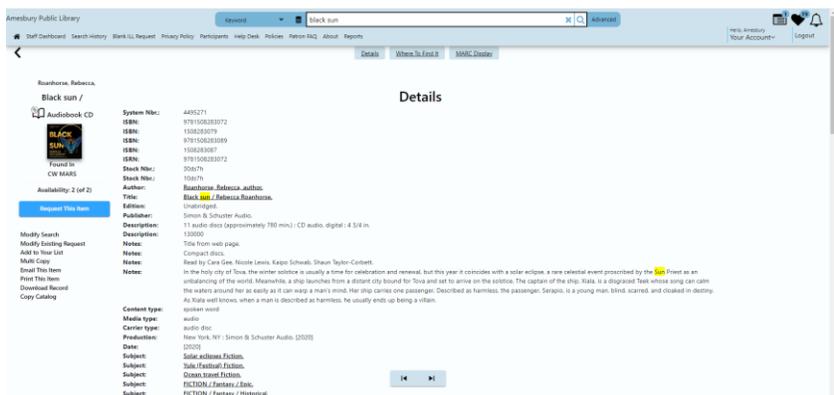


Figure 7 - Detailed item information



## Requesting

1. Click the Request This Item button to place a request (see figure 8).
2. The ILL request page will display if you are already logged in. (If you were not already logged in, a popup will require you to log in before the request page will load.) Confirm request information is correct and click 'Submit' button (see figure 9).
  - a. The need-by date defaults to 3 months away. Changing the need-by date to sooner will not result in the item arriving sooner and may result in the request being cancelled because the deadline has passed.
    - i. Note: not all libraries have someone processing ComCat requests daily. Academic libraries may not have staff checking ComCat during school vacations.
  - b. If you need a specific volume, use the "Specific disc/volume needed" field.
  - c. Confirm the format is correct with the "Physical Description" field (see figure 9).
  - d. Do not use the "Notes" field; it slows down request processing.

Figure 8 – Request this Item button on item details page

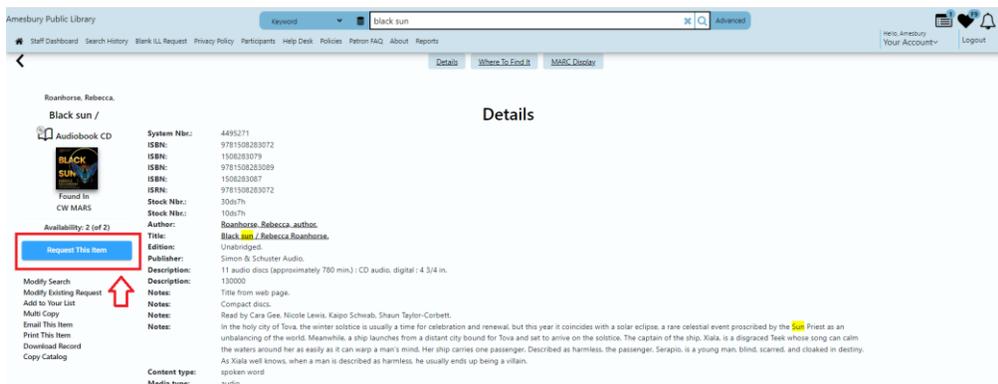


Figure 9 – Request page submit button

**Returnable (loan)**

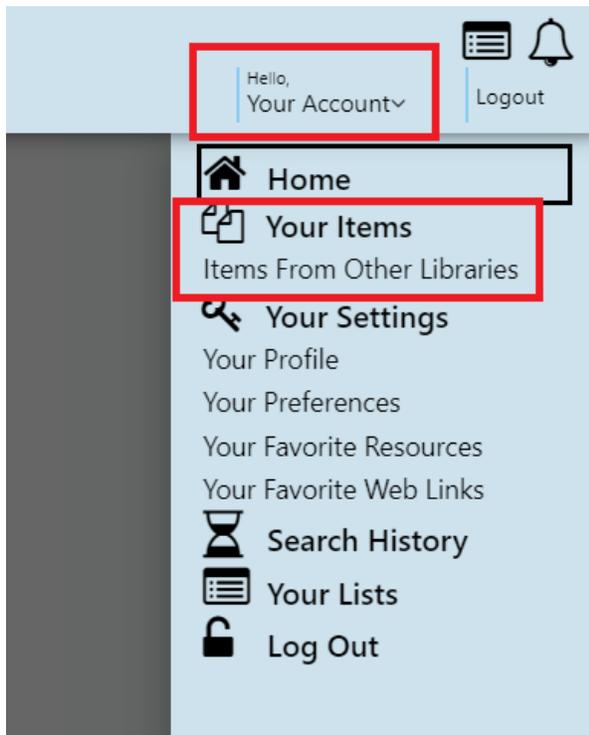
Author/Creator	Roanhorse, Rebecca
Title	Black sun
Publisher	New York, NY Simon & Schuster Audio [2020]
Physical Description	11 audio discs (approximately 780 min.) : CD audio, digital ; 4 3/4 in.
ISBN	9781508283072 1508283079 9781508283089
Specific Disc/Volume Needed	
Need by *	4/10/2024
Patron's First Name	
Patron's Last Name *	Last name, example
Library Card Number	your card number is pre-filled here
Patron Email or Phone *	example@website.com
Notes	

## Tracking or Modifying Requests in Your Account

Track request progress and manage your requests using the “Your Account” feature.

1. When logged in, click “Your Account” in the upper right corner (see figure 10).
2. The Items from Other Libraries category shows active requests on your account.

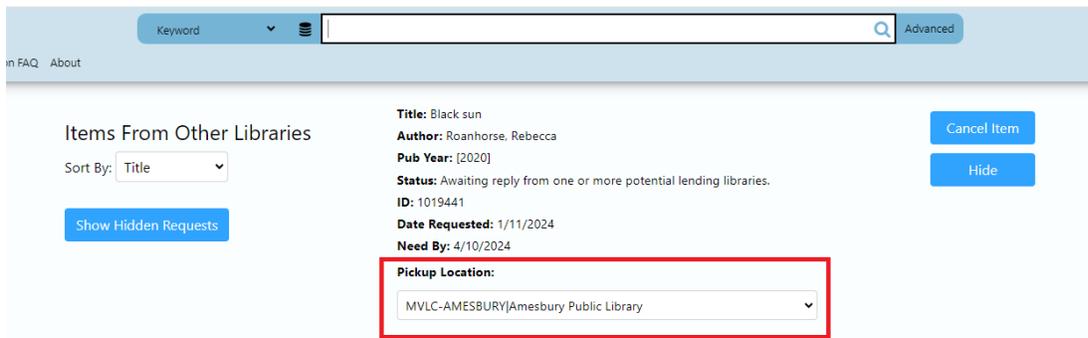
Figure 10 – Your Account and its menu



## Change Pick-Up Location

- You can change the pick-up location for a request from the request page, or in Your Account > Items from Other Libraries. If the location name displays as a drop-down list, the location can be changed (see figure 11).
- If you select a new pick-up location, the page will automatically refresh. A new request with the new pick-up location replaces the original request.
- Once an item has the status “Shipped,” the location can no longer be adjusted.

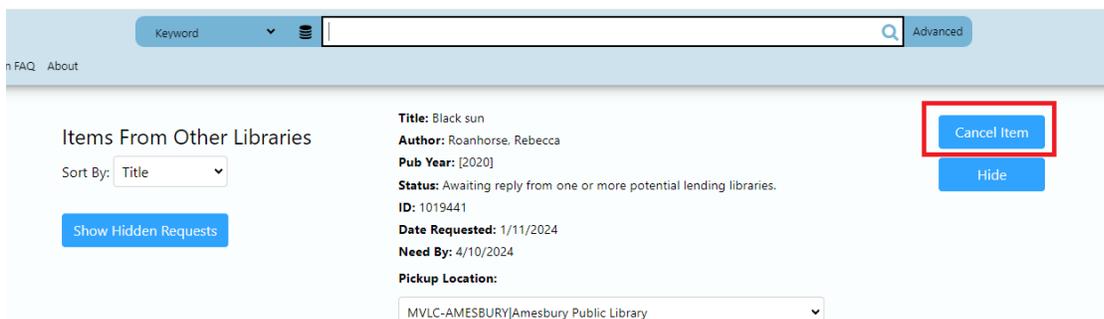
Figure 11 – Items from Other Libraries pick-up location drop-down list



## Cancelling a Request

- If a request has the status “Retry,” or has not yet been updated to the status “Shipped,” you can cancel the request. Click the “Cancel Item” button next to the request (see figure 12).
  - The request will remain on Your Account until the lending library acknowledges the cancellation.
- You cannot cancel requests in the Unfilled status, but library staff will on your behalf.

Figure 12 – Cancel request



## Checkout and Return

- You may check out the materials for 28 days.
- Renewals are not allowed by Commonwealth Catalog policy.
- You must return the item to the library where you checked it out.