Congratulations on your new CW MARS library card!

What is CW MARS?
CW MARS is a diverse multi-type library consortium made up of over 160 member libraries primarily located in Central and Western Massachusetts.

CW MARS is an acronym that stands for **C**entral and **W**estern **M**assachusetts **A**utomated **R**esource **S**haring.

What are the perks of membership?
As a library card holder, you get access to...

160+ Libraries
Your CW MARS card grants you borrowing privileges at all CW MARS libraries. Items can be checked out and returned to any CW MARS library. A list of libraries and catalogs can be found at **www.cwmars.org/libraries**

8M+ Physical Items and 175K+ e-Titles
Over 8 million items in the network can be borrowed, most of which can be requested and picked up at your local library. Borrow items through the online catalog at **catalog.cwmars.org**.

Get 24/7 access to the network's collection of over 175,000 digital titles, powered by OverDrive and Libby. Over 3,000 magazine titles are always available to borrow. Access the digital collection at **catalog.cwmars.org** or **cwmars.overdrive.com**.

Automatic Renewals
Forget the hassle of manually renewing your items. Physical items eligible for renewal will be auto-renewed on their due date!

Commonwealth Catalog
If a CW MARS library does not have a title, expand your search across the state using the Commonwealth Catalog at **www.cwmars.org/cwmars_comcat**

CWMARS
LIBRARIES CONNECTING COMMUNITIES

www.cwmars.org

Scan to find your library!
www.cwmars.org/libraries

ONE CARD, MANY LIBRARIES

CWMARS

HOW TO USE YOUR CW MARS ACCOUNT

SEARCH THE CATALOG,

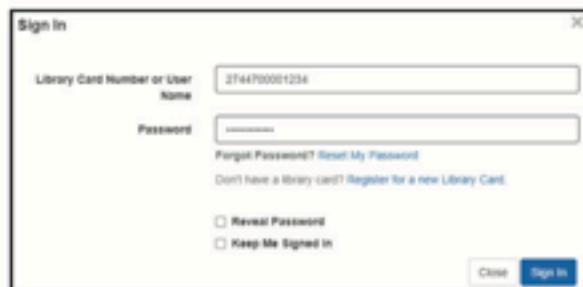## PLACE HOLDS,

AND MORE.

Accessing Your Library's Catalog

You can find a list of CW MARS library catalogs at www.cwmars.org/libraries. Select your library from the list, or search the network catalog at catalog.cwmars.org.
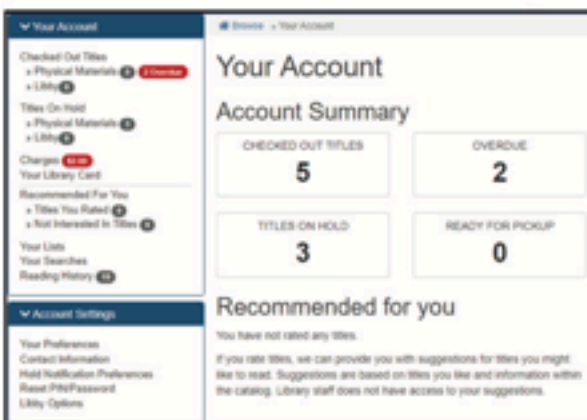
Logging Into Your Account

You can log into your account from any page in the catalog.

1. Click **Sign In** in the top right.
2. Enter your full library card number without any spaces. Then enter your password.
3. Click to **Sign in**.

Navigating Your Account

From **Your Account Summary** page, you can view your due dates by clicking **Checked Out Titles**, manage your holds with **Titles on Hold**, view charges and pay any over $0.50 by clicking **Charges**, and update your preferences with **Account Settings**. You can also create lists of titles with **My Lists** and view your **Reading History**.

Searching the Catalog

To search the catalog, enter your search term into the *Search* field. Optionally, select a search *Type* (e.g. *Keyword*, *Title*, etc). Click **Search**.

Searches will default to a *Keyword* search of material owned locally*. These can be adjusted or filtered upon if you are having trouble finding what you want.

*To view items owned by ANY CW MARS library, make sure the **CW MARS Libraries** tab is selected above your search results.*

Placing a Hold

Through the catalog, titles from across all of CW MARS can be requested for pickup at your local library. To do this, you will need to place a hold.

1. Search for material in the catalog.
2. Once you've found the title you want, click **Place Hold** next to the format you'd like to request.
3. Confirm/choose the CW MARS library at which you'd like to pick up the item.
4. Adjust your notification preferences* if desired. You can choose to be notified by *email* and/or *text message*. Some libraries may also *call*.
5. Click **Submit Hold Request** to place the hold.

*These preferences can also be adjusted in **Your Account > Account Settings > Hold Notification Preferences**.

Managing Your Holds

You can view items on hold by going to **Your Account > Titles on Hold**. From here, you can check your status, *suspend* holds that you'd like later, or *cancel* holds that you no longer want.

eContent

Digital material from OverDrive and Libby are available directly in the catalog. From your *Search Results*, you can place holds and check out material with digital formats (like eBook). You can also manage your e-material from **Your Account**.
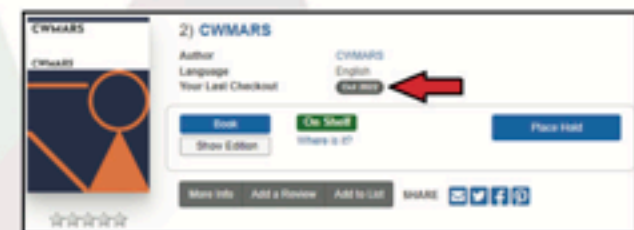
Saving Your Reading History

You have the option to keep a historical account of titles you've checked out. To protect your privacy, this option is disabled by default. If you'd like to enable your reading history, navigate to **Your Account > Reading History**. Read the disclaimer, and continue by clicking *Start Recording My Reading History*.

Note: Reading History is not retroactive; only items checked out at the time of enabling the feature along with future checkouts will be listed in your history.

Important: If Reading History is ever disabled, your history will be lost with no way to restore it!

You'll also see which titles you have already checked out when searching the catalog.

Need Help?

If you have questions about CW MARS or how to navigate the catalog, help articles can be found at catalog.cwmars.org/cwmars_help.

You can also always ask your local librarian, and they will be happy to help!