

# 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 150 member libraries primarily located in Central and Western Massachusetts.

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

## What are the perks of membership?

As a library card holder, you get access to...

### 150+ 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 can be found at [www.cwmars.org/memberlibraries](http://www.cwmars.org/memberlibraries).

### 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](http://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 [cwmars.overdrive.com](http://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!

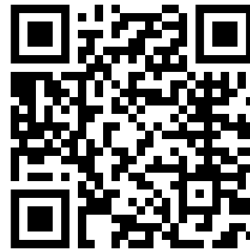
### Commonwealth Catalog

If a CW MARS library does not have a title, expand your search across the state using the Commonwealth Catalog at [www.cwmars.org/search/commonwealth-catalog](http://www.cwmars.org/search/commonwealth-catalog)

# CW MARS

LIBRARIES CONNECTING COMMUNITIES

[www.cwmars.org](http://www.cwmars.org)  
[catalog.cwmars.org](http://catalog.cwmars.org)  
[cwmars.overdrive.com](http://cwmars.overdrive.com)



Scan to find your library.  
[www.cwmars.org/memberlibraries](http://www.cwmars.org/memberlibraries)

# HOW TO USE YOUR CW MARS ACCOUNT

SEARCH THE  
CATALOG,  
PLACE HOLDS,  
AND MORE.

# ONE CARD, MANY LIBRARIES

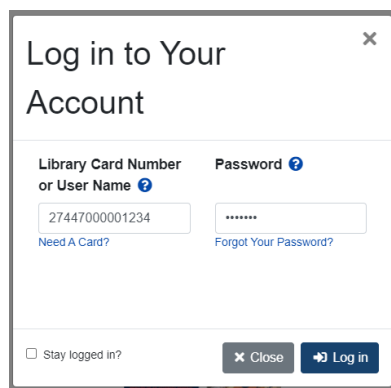
## Accessing the Catalog

You can find the catalog at [catalog.cwmars.org](http://catalog.cwmars.org). From here, you can search for titles, place holds, update your account, pay bills, and more.

## Logging Into Your Account

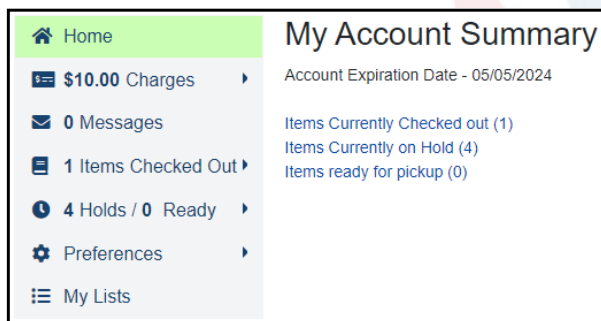
You can log into your account from any page in the catalog.

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



## Navigating Your Account

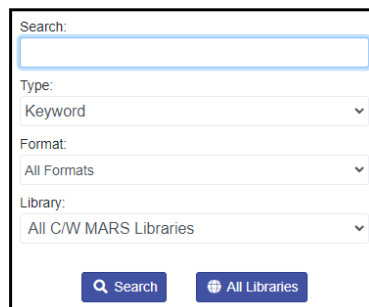
From the **My Account Summary** page, you can view charges and pay any over \$0.50 by clicking **Charges**, view your due dates or check out history by clicking **Items Checked Out**, see the status of your holds with **Holds**, and update your preferences with **Preferences**. You can also create lists of titles with **My Lists**.



## Searching the Catalog

To search the catalog, enter your search term into the *Search* field. Optionally, select search *Type*, *Format*, and *Library*. Click **Search**.

Searches will default to a *Keyword* search across all of CW MARS. These can be adjusted if you are having trouble finding what you want.



**Hint:** You can find more *Search* options by clicking **Advanced Search**.

## 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 the title you'd like to request.
2. Click **Place Hold** from the search results or after clicking on the title to see more details.
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 *text message*. Some libraries may also *call*.
5. Optionally, suspend / set advanced options.\*\*
6. Click **Submit** to place the hold.

\*These preferences can also be adjusted in **My Account -> Preferences -> Notifications**.

\*\*Suspending a hold will allow you to place a hold for later. Your place in line will remain intact, and when you are ready for the hold, you can activate it. Click on *Advanced Hold Options* if you are open to having your hold filled by one of multiple formats, (i.e. Book or Large Print Book).

## Using Baskets

Baskets are like carts. Find your desired titles in the catalog, and click **Add to basket**. Then click the *basket* icon in the top right. From here, you can place all the titles on hold at once, print details, & more!



## Saving Your Reading History

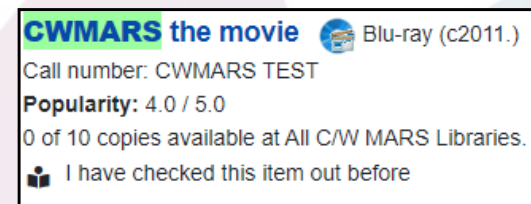
You have the option to save both your Checkout and Holds History. To protect your privacy, these options are disabled by default. If you'd like to enable them, navigate to **My Account -> Preferences -> Search & History**. From here, check to *Keep history of check out items* and/or *Keep history of holds*. **Save** your changes.

**Note:** These settings are not retroactive. Only items checked out or placed on hold after they are checked will be kept.

**Important:** If the settings are ever unchecked, your history will be lost!

You can view your history by going to **Items Checked Out -> Check Out History** and **Holds -> Holds History**, respectively.

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 [www.cwmars.org/help](http://www.cwmars.org/help).

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