



## How to Search the Library Catalog from the Library or at home

**How to Access:** To access the catalog, type [www.chicopeepubliclibrary.org](http://www.chicopeepubliclibrary.org) into the address bar. Then click on the button that says “Find It” and then “Books & Media”. You can also search from any library page in the search box found in the upper right corner.

1. Find the information you want by using the appropriate search:
  - **Title**-Use this tab if you know the **exact** title
  - **Author**-Use this tab if you know the name of the author, composer or performer. (The **last name** must be typed in **first**.)
  - **Keyword**-Use this tab if you are unsure of an exact title or if you are looking for information about a specific subject.
  - **Subject**-Use this tab if you know the Library of Congress Subject Heading (selected from a predetermined list of subject headings).
  - **Journal Title**-Use this to search for journal (magazine) titles

Check **availability** and **location** of an item by clicking on the title.

2. To start a new search, click on “Start Over” at the top left of the screen.
3. Search other libraries (if items are not found in Chicopee):
  1. Expand your search to other libraries by clicking the arrow next to Chicopee (third white box near the top) and choosing a specific library **OR** scrolling all the way to the bottom to “**All Western MA Libraries**”.
  2. Click the “Search” button again.
  3. You can choose the blue button at the top of the page “Modify Search” to select a “Materials Type” (book, video, Large Print, etc.), “Year of Publication”, “Where the item is located” (specific library branches) **OR** a specific language.
4. You may request any item by clicking on the orange/blue “Request” button at the top of the page and following the instructions. You will need to make up a PIN (any combination of letters and/or numbers) the first time you go online.
5. Search more areas of Massachusetts (if you can’t find your items in Western Massachusetts):
  - “**C/W MARS Union Catalog**” (on the right side of the page) allows you to include libraries from Central Massachusetts in your search.
  - Only use this option if you cannot find your materials in Western MA libraries.



6. “**Massachusetts Virtual Catalog**” allows you to search the Eastern regions of the state if you cannot find your item in the **C/W MARS Union Catalog**.

- Select “**Western**” for your region.
- Type in your **library card number** and select your library from the library **Pickup Location** drop down box.
- Click “**Log In**”.
- Click the button next to “**Searching/Requesting**” to begin your search.

How to search the Virtual Catalog

- Type in your “**term**” (varies with your search option).
- Select your search option: title, author, subject **OR** ISBN number.
- Click “**Begin Searching**”.

Entries will, generally, be listed alphabetically by title. To see if an item can be requested, click the “Request Button” to the left of the entry.

- If the item is available, a screen verifying your name will pop up.
- Select a pickup location.

You will not see this request on your regular library card record until it arrives at your specified pickup location, but if you entered your email address you will receive email notifications following the progress of your request.

Some items will be “unfillable”, especially new items and DVDs. You will be notified by email if any of your requested items are unfillable.

When your item arrives at the pick-up location, you will be notified by both email (if you entered it into the Virtual Catalog) and phone when your item arrives.

\*Please ask for help at the Reference desk if you need help finding any items.\*