

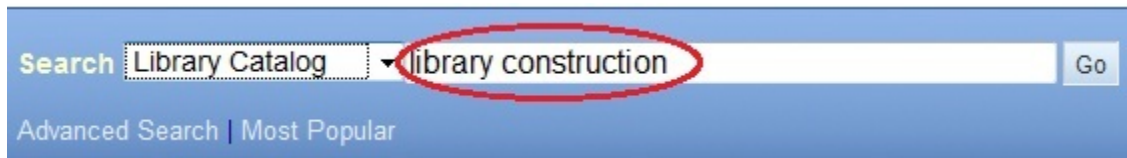
Requesting Materials from MLS' Professional Collection

To find items in MLS' professional collection go to:

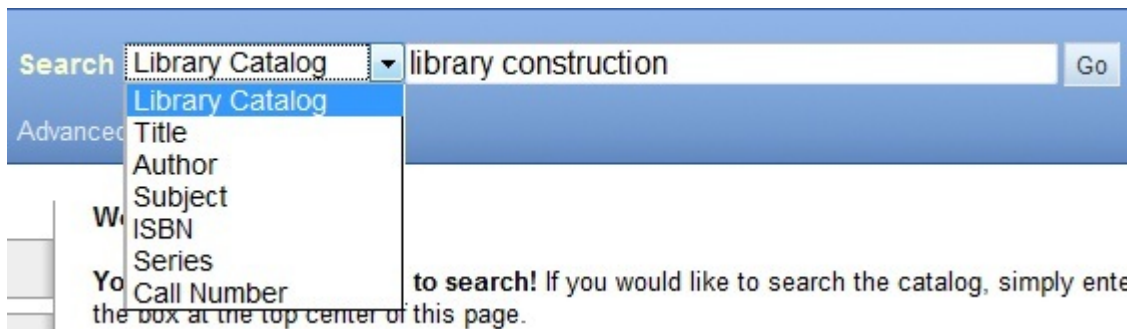
<http://masslibsystem.masscat.org>

Please note that searching at this link will be limited to the collection owned by the MLS. Be sure the terms you use to search with are related to items that might be part of a professional library collection. Searching for more general terms or common reading materials will yield no results for your search.

To perform a quick search of the catalog, simply enter your search term in the box at the top center of the screen and click the "Go" button:



If you would like to perform a more specific search, you can click on the down-pointing arrow to the left of the search term box to reveal a list of choices with which you can narrow your search:



You can also use the "Advanced Search" option, which will provide a wider variety of options for refining your search:



Once you have entered your search term(s) and executed your search, you will be presented with a list of results:

Select All Clear All Unhighlight Add to: Save Place Hold Relevance

- 1. [Managing your library construction project : a step-by-step guide](#)**
 by McCarthy, Richard C. (Richard Charles) ; McCarthy, Richard C. (Richard Charles) .
 Type: Book; Format: print bibliography ; Literary form: not fiction
 Publisher: Chicago : American Library Association, 2007.
 Online Access: [Table of contents only](#)
 Availability: **Copies available for loan:** Massachusetts Library System [RCO 727.8] (1).
 Actions: Place Hold Add to Cart
- 2. [Neal-Schuman electronic classroom handbook](#)**
 by Hinchliffe, Lisa Janicke .
 Type: Book; Format: print bibliography ; Literary form: not fiction
 Publisher: New York : Neal-Schuman Publishers, 2001.
 Other title: Electronic classroom handbook.
 Availability: **Copies available for loan:** Massachusetts Library System [372.34 HIN 2002] (1).
 Actions: Place Hold Add to Cart
- 3. [Planning the modern public library building](#)**
 by McCabe, Gerard B ; Kennedy, James R. (James Robert) .

If you would like to view a particular title more closely, click on the link for the title. You will be taken to the record for that title:



Planning the modern public library building /

by [McCabe, Gerard B](#) ; [Kennedy, James R. \(James Robert\)](#) .

Type: Book

Series: [Libraries Unlimited library management collection](#) .

Publisher: [Libraries Unlimited](#), Westport, Conn. : c2003 .

Description: xiv, 280 p. : ill. ; 25 cm .

ISBN: 0313321558 (alk. paper).

Subject(s): [Library buildings -- Design and construction](#) | [Public libraries -- Planning](#) | [Library architecture](#) | [Library buildings -- United States -- Construction](#) | [Public libraries -- United States -- Planning](#) | [Library architecture -- United States](#) | [Bibliotecas -- Arquitectura](#) | [Bibliotecas Estados Unidos](#)

Item type	Location	Call Number	Status	Date Due
Book	Massachusetts Library System	022.3 PLA 2003	Available	

To Place a Hold:

If you find items in the professional collection that you would like to borrow, click on the “place hold” link. When viewing a single record, the “Place Hold” link can be found in the menu to the right of the record:

When viewing a results list, the place hold link can be found below each title in the list:

You will be taken to a login screen. Login to MassCat using your library's username and password:

Your username is your 14-digit BPL card number, sometimes called your ILLiad number, (starts with 29999) and your password is: illmasscat

After you login you will be taken to a confirmation screen. The Massachusetts Library System office is the correct pickup location for your library. Click the "Place Hold" button:

Confirm holds for: Dr. Franklin Perkins School GenRad Foundation Library (23710000001631)

Hold	Title	Priority	Hold Not Needed After	Pickup Location
<input checked="" type="checkbox"/>	Designing a school library media center for the future / , by Erikson, Rolf.	1 out of 0	<input type="text"/> Clear Date	Massachusetts Library System ▾

Place Hold

The request will be placed and the staff of MLS will retrieve the item and send it to you.

If you would like to check up on requests you have made or items you have borrowed from the MLS professional collection do the following:

Go to <http://masslibsystem.masscat.org>

On the right side of the screen is a login box:

Advanced Search | Most Popular

Log In to Your Account

Login

Password

Log In

Enter your username and password.

You will be taken to a screen that shows you what items your library currently has checked out and/or what hold requests your library has pending in the system. If your library has items that you have borrowed from the MLS professional collection, these will display first:

Hello, Dr. Franklin Perkins School GenRad Foundation Library ([Click here](#) if you're not Dr. Franklin Perkins Foundation Library)

Checked Out | **Hold**

1 Items Checked Out

	Title	Call No.	Due	Renew	Fines
	Strategic planning : Jacob, M. E. L.	025.19 JAC 1990	05/02/2011	<input type="checkbox"/> Renew (3 of 3 renewals remaining)	No

Renew Selected | **Renew All**

The date the item is due back to the MLS can be found in the column marked "Due."

If you would like to renew your item, check the "Renew" box and then click the "Renew Selected" button:

Hello, Dr. Franklin Perkins School GenRad Foundation Library ([Click here](#) if you're not Dr. Franklin Perkins Foundation Library)

Checked Out Holds

1 Items Checked Out

	Title	Call No.	Due	Renew	Fines
No cover image available	Strategic planning : Jacob, M. E. L.	025.19 JAC 1990	05/02/201	<input type="checkbox"/> Renew (3 of 3 renewals remaining)	No

Renew Selected Renew All

If you would like to check on the progress of hold requests you have placed, click the "Holds" tab:

Hello, Dr. Franklin Perkins School GenRad Foundation Library ([Click here](#) if you're not Dr. Franklin Perkins School GenRad Foundation Library)

Checked Out Holds

Holds (1 total)

Title	Placed On	Expires On	Pick Up Location	Priority	Status	Modify
Designing a school library media center for the future /	03/22/2011	Never Expires	Massachusetts Library System	1	Pending	Cancel

The status of your hold request appears in the column called "Status." If you would like to cancel your request, click the cancel button.

Log out of the system when finished by clicking the "Log Out" link in the top right corner of the screen.