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:
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).

**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:

![Place Hold](image)

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

![Login Screen](image)

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:
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:

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)

1 Items Checked Out

<table>
<thead>
<tr>
<th>Title</th>
<th>Call No.</th>
<th>Due</th>
<th>Renew</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic planning ; Jacob, M. E. L.</td>
<td>026 19 JAC 1990</td>
<td>05/02/2011</td>
<td>Renew (2 of 3 renewals remaining)</td>
<td>No</td>
</tr>
</tbody>
</table>

Borrowing from MLS Prof collection (3/17/2011)
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:

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

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.