

**Class Description:** Learn how to place books, movies, and more on hold! Learn to navigate the OCLN website to find the perfect material. If we don't have your book don't worry you will also be learning to use Comcat which searches throughout all of Massachusetts!

**Skills needed:** This is a beginners class, basic computer skills like typing and using the internet are required.

**Learning Objectives:**

- How to place materials on hold
- How to use the catalogs

**Step 1:**

**Accessing the Catalog**

- There are two ways to access the catalog
- The first and most direct way is to go to [https://catalog.ocln.org/client/en\\_US/ocln](https://catalog.ocln.org/client/en_US/ocln)
- The second way is to go to the library's website <https://www.weymouth.ma.us/weymouth-public-libraries>
- Then you can scroll down the website and find where it says Catalog Search

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Catalog Search:

Use Catalog Search to look up books, audiobooks, DVDs, and more.

[Catalog](#)

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- You can then enter your search terms into the search box and click on search and this will bring you to the catalog

**Step 2:**

**Logging Into Your Account**

- In the upper right hand corner of the screen you will see an option to Log In, My Account, and Library Information



- You will want to click on log in to log into your account
- You will need your library card number and pin number
- If you haven't changed your pin number then it is OCLN
- The reason to log into your account is so that you can place materials on hold
- If you click on my account before logging in it will also prompt you to log in
- Once you log in it will direct you to the my account section of the webpage
- Here you can check to make sure your information is correct, the items you have out, holds you are waiting on, and any fines/fees you may have incurred
- Library Information gives you all the names and numbers of the libraries within the OCLN network
- After you login you will also see a my list next to your my account
  - Here you can create lists and then add books to them

- To add books you would use the search function to find the book you are looking for, click on it, and then in the drop down menu, click add to my list, but we will go over this in more detail later in the class

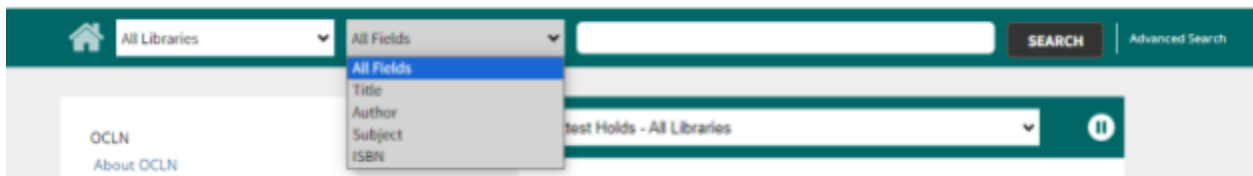
### Step 3:

#### Starting Your Search

- If you followed the second method of getting to the catalog then you will already be in the search mode when you enter it
- If you followed the first method you will be on the homepage and for this tutorial we will follow along as though you used the first method



- On the homepage you will see a few different sections
  - The top section is where you will enter the search information and in the all fields you can choose if your search terms are the Title, Author, Subject, or ISBN



- After you choose the field you can then type in your search words and then click on search this will bring you to your search results (choosing a field for your search term is not required)
- The middle section shows you the newest hits and lets you know about the world languages collection that is available on Overdrive
- The left hand side gives you information about OCLN and OCLN libraries as well as other databases that you are able to use with your library card

### Step 4:

#### Interacting with the Search Results

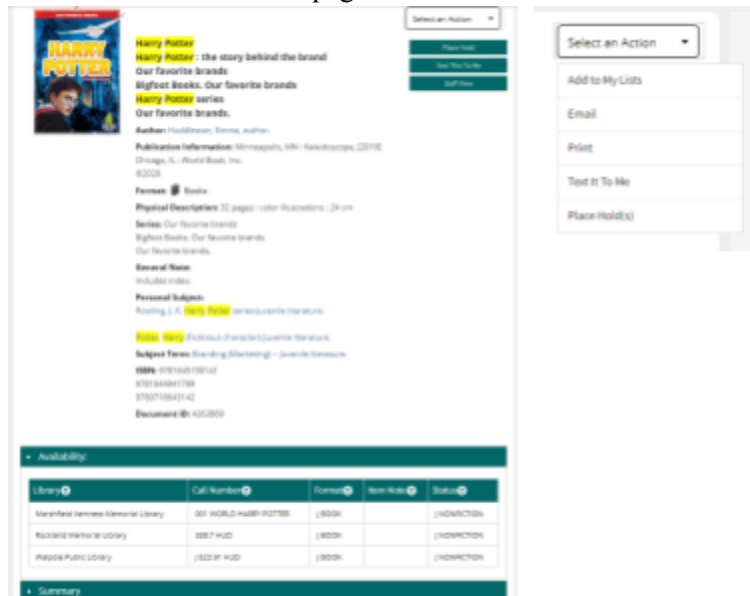
- Once you click search or enter on your keyboard you will be brought to the search results page
- Results will vary based on the terms you entered, but the search result page will look something like this



- On the left hand side of the screen you can see that there are search qualifiers
- You can interact with these by clicking on the right facing arrow which will cause a drop down menu to appear
- For example, with library you can click on the box next to the library name and a check mark will appear, once you select at least one library you will have the option to include or exclude the library or libraries you have chosen
- This will be the same for all of the other filters available
- Once you find your chosen book or item you will want to click on the hyperlinked name of the item
- This will bring you the resource's page and you will have several options on how you would like to interact with the material

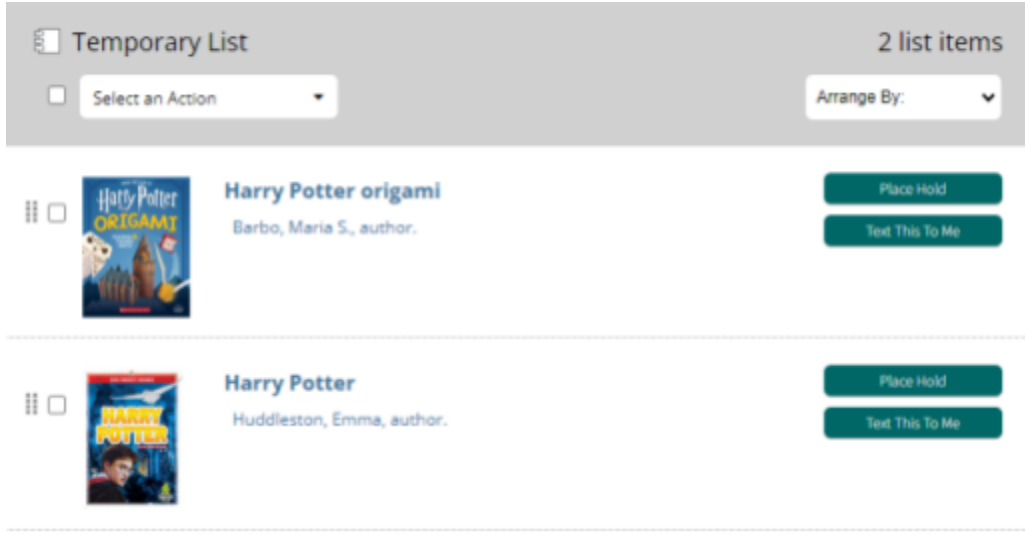
### Step 5: Resource Page

- On the resource's page there is a lot of different information available



- In the top right hand corner there is a select an action box

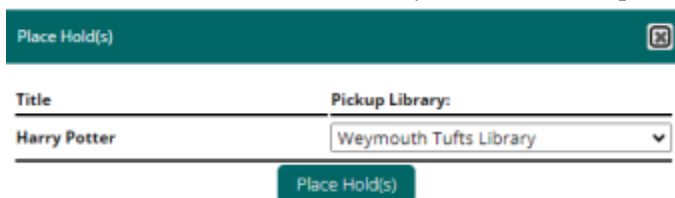
- With this you can choose to add the item to any lists that you have created (this can be especially helpful if you want to keep track of the materials you have read)
  - Add to my list can also be helpful if you know you want to place a number of items on hold
  - You can add them all to your list and then click on my my list



- Once you have checked them off you can go to select an action and choose place hold



- You will need to choose where you want to pick them up and then you click on place hold
  - You can have the item emailed to you
  - You can print out the item's page so you have all the information
  - You can have the information texted to you (including title, call number, and what libraries it is available at)
  - Lastly, you can place the item on hold
    - To do this you will click on place hold



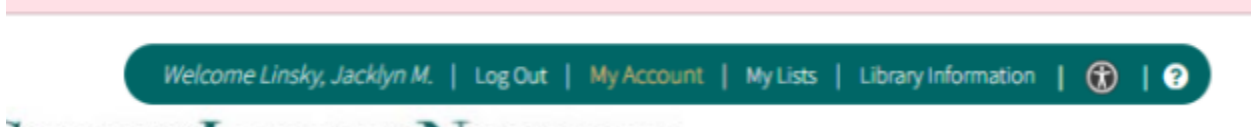
- When you click on place hold it will allow to choose which library you would like to pick it up at
- Once you choose which library to pick it up at you will then want to click on place hold

- Depending on what information you have in your account you will receive either an email or a call when the item you placed on hold is available for pick up

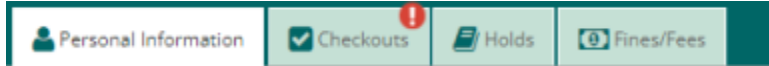
**Step 6:**

**Suspending or Canceling a Hold**

- Go to my account in the top right corner of the screen



- Then go to holds



- You will see that all of your holds are listed out

Items on Hold: 3  
Ready for Pickup: 0

Cancel Hold(s) | Edit Pickup Location(s) | Edit/Suspend Hold(s) | Cancel Hold Suspension(s)

Select All

<input type="checkbox"/>	Title/Author	Pickup at	Expires
<input type="checkbox"/>	Respect [videorecording] Shelf Number: DRAMA RES	Weymouth Tufts Library	7/20/25
<input type="checkbox"/>	What's love got to do with it [videorecording] Bassett, Angela. Shelf Number: WHAT LOV	Weymouth Tufts Library	7/20/25
<input type="checkbox"/>	The most eligible bride in London Quinn, Ella, Shelf Number: QUINN	Weymouth Tufts Library	7/23/25

Select All

Cancel Hold(s) | Edit Pickup Location(s) | Edit/Suspend Hold(s) | Cancel Hold Suspension(s)

- To suspend or cancel any you will want to click on the box next to the item
- Then you will want to click cancel or edit/suspend hold
- When you cancel a pop up window asking if you are sure you want to cancel will pop up
- When you edit suspend a pop up window where you can change the date you would like to suspend to will pop up

Suspend Holds ⓘ

When do you want the selected holds to be suspended?

Start Date:\*

January 22 2024

End Date:

April 21 2024

Suspend Cancel

- You will change the date or dates and then click suspend
- If you decide you want the materials sooner you can always cancel the suspension
- You are also able to edit the pickup location on this page
- This can be useful if you accidentally hit the wrong library name

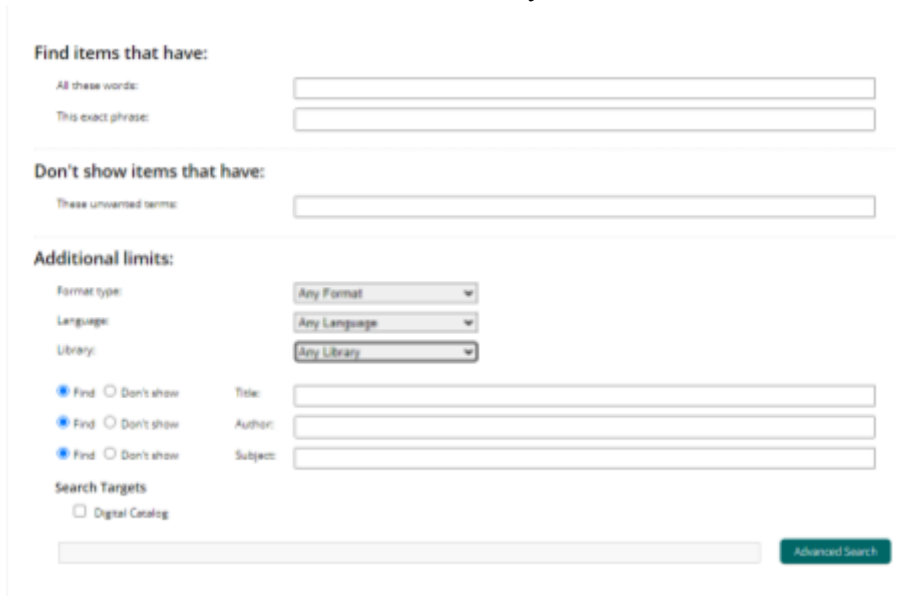
### Step 7:

#### Advanced Search on OCLN

- This search function is good if you have a good amount of information about the book or if you want to put your filters in right away



- Advanced search is located directly next to the search bar in OCLN
- You will want to click on where it says advanced search to be able to use it

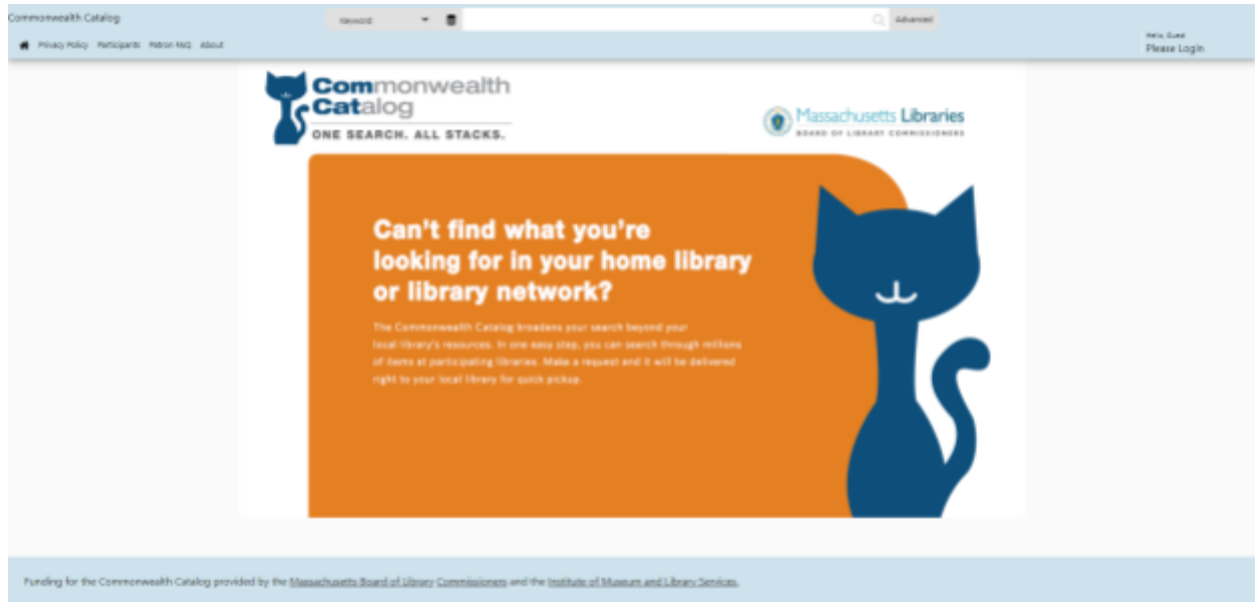


- Here you are able to get a more detailed search
- You can enter numerous words you want them to find or search for an exact phrase, you can also put in terms that you do not want them to search for
- You are also able to choose the format type, language, and library
- Then you are able to choose if you want it to show a particular title, author, or subject
- To finish you would click on advanced search

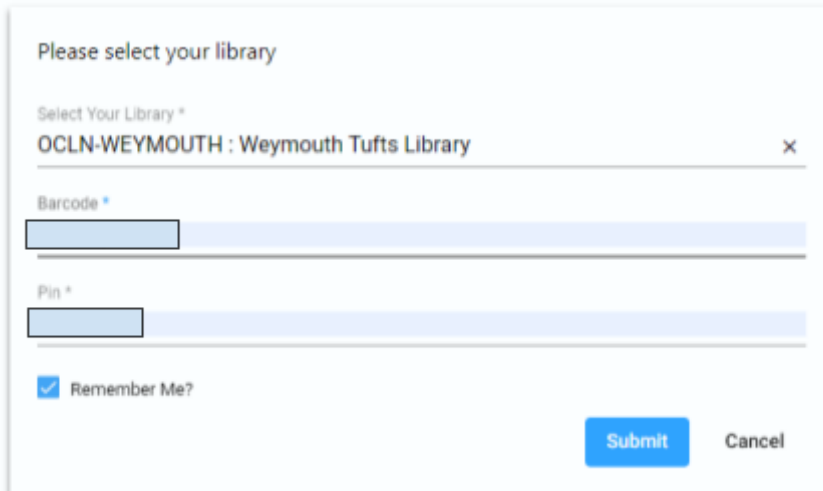
### Step 8:

#### Logging into the Commonwealth Catalog

- This is the catalog that you will use if you are unable to locate your item in the OCLN catalog
- To access this catalog you can go to <https://commonwealthcatalog.org/home?cid=massvc&lid=massvc> or you can go to reader services on the left hand side of our website and click on it and then choose Commonwealth Catalog & Interlibrary Loan Service and then there is a hyperlink to the Commonwealth Catalog: <https://www.weymouth.ma.us/reader-services/pages/interlibrary-loans>



- Once you get to the Commonwealth Catalog you will want to click on Hello Guest, Please Login in the right hand corner of the screen
- To log in you will need to select your library (Weymouth Tufts Library or Weymouth Fogg Library) and then you will need to put library card number where it says barcode and then your pin number where it says Pin



- Choosing between Tufts or Fogg will affect where the item is delivered, so it is important to choose the library you want the item delivered to
- Once you enter your information you will want to click on Submit
- Now you are logged into the Commonwealth Catalog

## Step 9: Finding an Item on Commonwealth Catalog



- Like with the OCLN catalog you will want to type in the title of the item you are looking for or you will want to type in your keywords
- Then you will click enter on your keyboard or click the magnifying glass to start the search
- Once you do that you will be brought to the search results screen
- On the left hand side of the screen is the filters you can use to limit your results
- To use a filter you would click on the drop down arrow next to it and then click on what you would like to include within your search results
- You can use as many or as few filters as you would like

## Step 10: Placing a Hold on Commonwealth Catalog

- Once you find the item you are looking for you will want to click on it



- On the page it brings you to you will find a lot of information on the item itself
- You will find the ISBN, Author, Title, Edition, Publisher, Date, Description, Content Type, Media Type, Carrier Type, as well as Subjects related to the title
- Next you will also see where copies of the item are being held
- Scrolling further down you will get the MARC display, which is more for internal library use, More information about the title, including a summary about what the material is about, and some book reviews
- To place this item on hold you will want to click on Request This Item
- This will bring you to another page



Returnable (loan)

## Returnable (loan)

Author/Creator: Collins, Manda.

Title: How to dance with a duke

Publisher: New York, St. Martin's Paperbacks, 2012.

Physical Description: 344 pages ; 18 cm.

ISBN: 9780312549244 (pbk.) 0312549245 (pbk.)

Specific Disc/Volume Needed:

Need by \*: 4/16/2024

Patron's First Name:

Patron's Last Name \*: Linsky, Jacklyn M.

Library Card Number:

Patron Email or Phone \*:

Notes:

Material Type: Book

Pickup Location \*:

[Set Default Pickup Location](#)

- This is the page you use to place the hold
- Because you signed in with your library card most of the information should be filled in for you unless the library does not have the information
- The email address or phone number is necessary, so that we are able to contact you when your hold comes in
- For pickup location you will want to either choose Tufts or Fogg and if this is where you are always going to pick up your materials you can set it to the default location
- After you check to ensure that the information is correct you can click on submit
- Your item is now on hold in Comcat

### Step 11:

#### Advanced Search in Comcat

- To get to the advanced search you will click on where it says advanced next to the search bar

Keyword  [Advanced](#)

- This will bring you to the advance search page

**Advanced Search** [Reset](#)

Enter a Search Term	All of these words	in	Keyword	AND
Enter a Search Term	All of these words	in	Title	AND
Enter a search term	All of these words	in	Author	AND

Sort Order - [Relevance](#)

**Resources**

Clear All     
  Check All     
 [Set Default](#)     
 [Collapse All](#)

Massachusetts Libraries

<input checked="" type="checkbox"/> <a href="#">Brandeis University</a>	<input checked="" type="checkbox"/> <a href="#">Bridgewater State University</a>	<input checked="" type="checkbox"/> <a href="#">CLAMS</a>
<input checked="" type="checkbox"/> <a href="#">CW MARS</a>	<input checked="" type="checkbox"/> <a href="#">Fenway Library Organization</a>	<input checked="" type="checkbox"/> <a href="#">HELM</a>
<input checked="" type="checkbox"/> <a href="#">MassCar</a>	<input checked="" type="checkbox"/> <a href="#">Merrimack Valley Library Consortium</a>	<input checked="" type="checkbox"/> <a href="#">Metro Boston Library Network</a>
<input checked="" type="checkbox"/> <a href="#">Minuteman Library Network</a>	<input checked="" type="checkbox"/> <a href="#">NOBLE</a>	<input checked="" type="checkbox"/> <a href="#">Old Colony Library Network</a>
<input checked="" type="checkbox"/> <a href="#">SAILS Network</a>	<input checked="" type="checkbox"/> <a href="#">Suffolk University Sawyer Library</a>	<input checked="" type="checkbox"/> <a href="#">UMass Amherst</a>
<input checked="" type="checkbox"/> <a href="#">UMass Dartmouth</a>		

- You are then able to look for specific search terms and can determine if you want the word to be found in the keyword, subject, author, or title
- You are able to include up three terms and one of them may also be the ISBN if you know that number
- You are also able to decide how materials are sorted in advanced search by clicking on the drop down arrow next to relevance
- Lastly, you are able to pick where you want to look for the materials you are searching for
- After you have filled out all the information you can click on search in the bottom right hand corner and that will bring you to your search results