

# 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 160 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...

### 160+ 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 [becket.cwmars.org/libraries](http://becket.cwmars.org/libraries).

### 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 [becket.cwmars.org](http://becket.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 [becket.cwmars.org](http://becket.cwmars.org) or [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 two days prior to 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 [becket.cwmars.org/cwmars\\_comcat](http://becket.cwmars.org/cwmars_comcat).



BecketAthenaeum.org  
Catalog: [becket.cwmars.org](http://becket.cwmars.org)  
[info@bwlibrary.org](mailto:info@bwlibrary.org)  
413-623-5483

PO BOX 9  
3367 Main St  
Becket, MA 01223



@BecketAthenaeumLibrary



@becketathenaeum

# 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)

## ONE CARD, MANY LIBRARIES

# HOW TO USE YOUR CW MARS ACCOUNT

## SEARCH THE CATALOG, PLACE HOLDS, AND MORE.

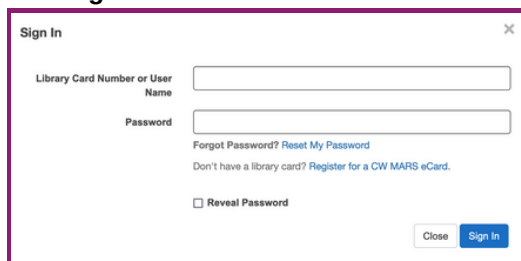
## Accessing the Catalog

You can find the catalog at [becket.cwmars.org](https://becket.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.

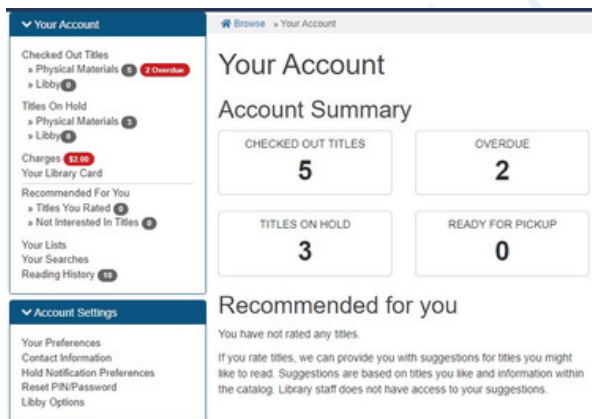
1. Click **Sign In** in the top right.
2. Enter your 14-digit library card number (ignore spaces) or your user name.
3. Enter your password which is automatically set to the last 4 digits of your phone number.
4. Click **Sign In**.



A screenshot of the 'Sign In' form. It includes fields for 'Library Card Number or User Name' and 'Password'. There are links for 'Forgot Password? Reset My Password' and 'Don't have a library card? Register for a CW MARS eCard.' A 'Reveal Password' checkbox is present. At the bottom right are 'Close' and 'Sign In' buttons.

## Navigating Your Account

From the **Your Account Summary** page, you can view your due dates by clicking **Checked Out Titles**, manage your holds with **Titles on Hold**, view charges and pay any over \$0.50 by clicking **Charges**, and update your preferences with **Account Settings**. You can also create lists of titles with **My Lists** and view your **Reading History**.

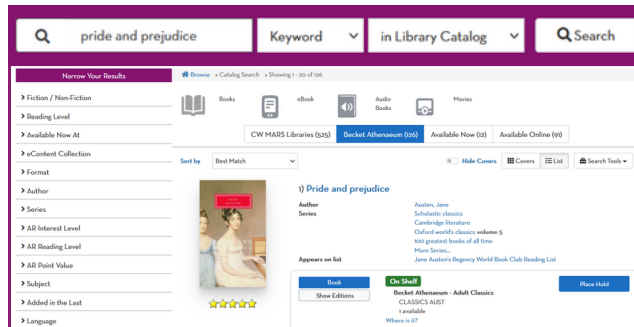


A screenshot of the 'Your Account' page. It shows a sidebar with 'Your Account' and 'Account Settings' sections. The main content area is titled 'Your Account' and 'Account Summary'. It displays statistics: 'CHECKED OUT TITLES: 5', 'OVERDUE: 2', 'TITLES ON HOLD: 3', and 'READY FOR PICKUP: 0'. Below this is a 'Recommended for you' section with the text 'You have not rated any titles. If you rate titles, we can provide you with suggestions for titles you might like to read. Suggestions are based on titles you like and information within the catalog. Library staff does not have access to your suggestions.'

## Searching the Catalog

To search the catalog, enter your search term into the *Search* field. Optionally, select search *Type* (e.g. *Keyword*, *Title*, etc). Click **Search**.

Searches will default to a *Keyword* search available at the Becket Athenaeum. These can be adjusted or filtered if you are having trouble finding what you want.



A screenshot of the search results page for 'pride and prejudice'. The search bar shows 'pride and prejudice' and 'Keyword' is selected. The results show 'Pride and prejudice' by Jane Austen, with options to 'Book', 'On Shelf', and 'Place Hold'. There are also filters for 'Format', 'Author', 'Series', etc.

**Hint:** You can find more *Search* options by selecting **Advanced Search** from the dropdown.

## 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. Once you've found the title, Click **Place Hold** next to the format you'd like to place on hold.
3. Confirm/choose the CW MARS library at which you'd like to pick up the item.
4. Adjust your notification preferences\* if desired. The Becket Athenaeum will email you when your item is available for curbside pickup. You can also choose to be notified by text message or phone call.
5. Optionally, suspend / set advanced options.\*\*
6. Click **Submit** to place the hold.

\*These preferences can also be adjusted in **Your Account** → **Account Settings** → **Hold Notifications Preferences**.

\*\*Suspending a hold will allow you to activate the hold at a later date. 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).

## eContent

Digital material from OverDrive and Libby are available directly in the catalog. From your *Search Results*, you can place holds and check out material in digital formats (like eBooks). You can also manage your e-material from **Your Account**.

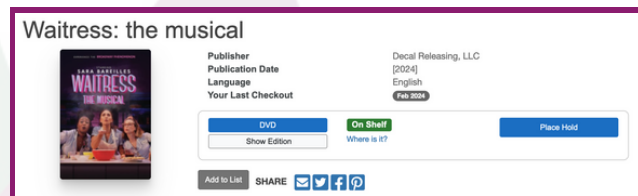
## Saving Your Reading History

You have the option to keep a historical account of titles you've checked out. To protect your privacy, this option is disabled by default. If you'd like to enable your reading history, navigate to **Your Account** → **Reading History**. Read the disclaimer and continue by clicking *Start Recording My Reading History*.

**Note:** *Reading History* is not retroactive. Only items checked out at the time of enabling the feature along with future checkouts will be listed in your history.

**Important:** If *Reading History* is ever disabled, your history will be lost with no way to restore it!

You'll also see which titles you have already checked out when searching the catalog.



A screenshot of the product page for 'Waitress: the musical'. It shows the title, publisher 'Decal Releasing, LLC', publication date '2024', and language 'English'. There are buttons for 'DVD', 'On Shelf', and 'Place Hold'. A 'Your Last Checkout' date of 'Feb 2024' is shown. Social media share buttons are at the bottom.

## Need Help?

If you have questions about CW MARS or how to navigate the catalog, help articles can be found at [becket.cwmars.org/cwmars\\_help](https://becket.cwmars.org/cwmars_help).

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