



Search the Catalog like a Pro!

The Minuteman Library Network (MLN) databases connects users to items from 41 member libraries with 60 locations in the Metrowest region of Massachusetts. As a resident of Massachusetts, you are able to sign up for a library card and access the catalog. Today we're going to go over some ways to improve your searches and help you get what you need!



By the end of today's class, you'll be able to –

- Access the Minuteman Library Network catalog
- Do a basic search and advanced searches
- Access Commonwealth Catalog
- Use the MLN Mobile app

Terms –

- **BOOLEAN SEARCH** - a type of **search** allowing users to combine keywords with operators (or modifiers) such as **AND**, **NOT** and **OR** to further produce more relevant results
- **DIGITAL AUDIOBOOK** – audiobooks that are available through an app such as Hoopla or Overdrive/Libby
- **DIGITAL MUSIC** – music that is available through an app such as Hoopla
- **DIGITAL VIDEO** – films or TV shows that are available through an app such as Hoopla or Kanopy
- **EBOOK** – digital book format that you can read through a browser on Hoopla or Overdrive, or on an app such as Hoopla, Overdrive, Libby, or Kindle
- **ITEM RECORD** – information about a title, specifically its location, availability, contents, subject headings, format, and physical dimensions
- **LARGE PRINT** – books with 18-point font; not all books have LARGE PRINT counterparts and libraries generally prioritize getting these formats for popular titles
- **SPOKEN CD** – audiobooks that are available on CDs

Access the Minuteman Library Network catalog

3 Ways to Access the Catalog:

1. **BROWSER** (most direct) – Go to find.minlib.net
2. **LIBRARY WEBSITE** – Go to wellesleyfreelibrary.org, click on **LIBRARY CATALOG** at the top of the page
3. **MLN Mobile** – Launch MLN mobile app, tap on Search Catalog

Note: If you are looking to put books on hold, manage your holds, view what you have checked out, and access ebooks, you will need to sign into your MLN account. To sign in, you just need your library card number and password. Call the Reference Desk at 781-235-1610 ext. 1117 if you have any questions.

Do basic and advanced searches

Quick Tips for Searching:

- Spell words correctly. If you're off by just one letter, you will not get the results you want
- You don't have to type out the whole title, just keywords. (e.g. Instead of typing out *The Seven or Eight Deaths of Stella Fortuna* just type "seven eight deaths stella fortuna")
- If you're not sure about the spelling of an author's name, check the spelling on Google

Basic Search:

A basic search is best done with keywords and author's last name. This initial search is broad and you can refine the search by adding limits (see picture on the right). To add limits, just click on the white box next the limit of your choice

Refine by Category Meanings:

- **LOCATION** - MLN library that own the item
- **AVAILABILITY** – current digital or physical availability at a library (items that have been pulled for a patron or checked out would be excluded)
- **FOUND IN** – this refers to your search terms and whether or not the words are found in the title or subject headings
- **FORMAT** – refers to the specific media type such as a physical book or ebook
- **COLLECTIONS** – this refers to specific locations in individual libraries (e.g. adult collection vs. children's collection) \
- **LANGUAGE** – specify the language of item you are searching for
- **TAG/SUBJECT** – shows genre or subject headings
- **PUBLISH DATE** – this allows you to specify the year range of the item you're looking for (e.g. 1995 to 2007)

Practice:

1. Search for *Becoming* by Michelle Obama and limit to the BOOK format
2. Search for *The Dutch House* by Ann Patchett and limit to WELLESLEY collections
3. Search for *Breath: The New Science of a Lost Art* by James Nestor and limit to available AT THE LIBRARY

Advanced Search:

An advanced search is best used if you are looking for specific editions or if your search terms are too vague and you are getting too many results. With advanced search, instead of adding limits after the initial search, you can add them before. Furthermore, you are able to incorporate Boolean search terms.

Advanced Search [Basic Search](#)

Practice:

1. Search for Keyword: children
AND Author: Tolkien
NOT Keyword: lord of the rings

Target: *Children of Hurin* by J.R.R. Tolkien

2. Search for Keyword: stakes
AND Author: smith
Year: 2020 to 2021

Target: *Stakes Is High: Life After the American Dream* by Mychal Denzel Smith

3. Search for Title: storm
AND Author: sabaa
Year: 2020 to 2021
Format: book
Location: Wellesley

Target: *A Sky Beyond the Storm* by Sabaa Tahir

Access Commonwealth Catalog

The Commonwealth Catalog connects Massachusetts library users to all the library systems within the state. This system is separate from the interlibrary loan system that connect Massachusetts users to items outside of the state or the country and this type of request must be done through a librarian. Commonwealth Catalog, however, is managed mainly by the user. Your local librarian won't be able to see the book in your holds until after it's been checked out to you. If the MLN Catalog does not have the item, check the Commonwealth Catalog to see if you can get it there.

Note: Your username and password for the Commonwealth Catalog are the same as your MLN account.

1. To access the Commonwealth Catalog, go to find.minilib.net and click on the **Commonwealth Catalog** button above the Basic search bar.



2. Click on **Please Login** at the top right and log in with your library card number and password.

3. Once logged in, you can do basic and advanced searches.

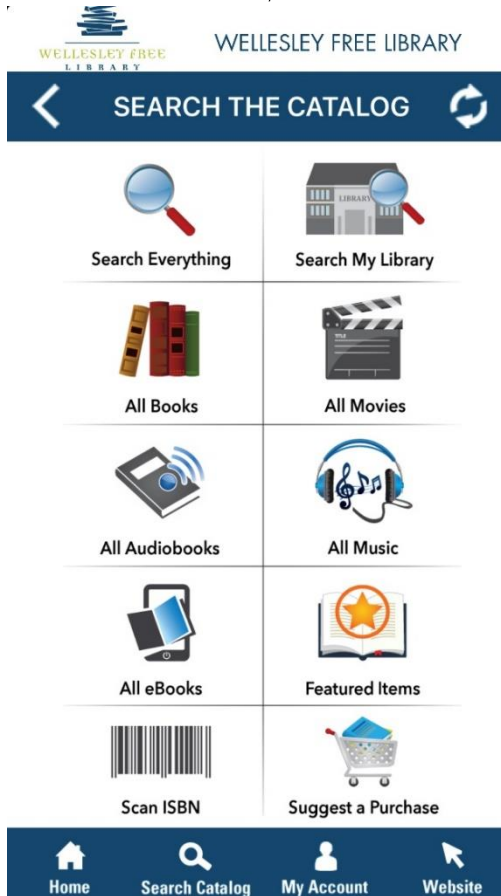


4. To manage your holds, click on Your Account at the top-right corner.

Use the MLN Mobile app

The MLN Mobile app allows you to search for physical and digital items, put holds on items, manage holds and checkouts, and access your digital library card. The app is available for free in the Apple App Store and Google Play. Once downloaded, find your home library and log in with your library card number and password.

Note: Your home library reflects the town or city you live in and not the library you frequent.



1. To search the catalog from your app, tap Search Catalog at the bottom of the screen

2. Once you are on the Search Catalog screen, these are the types of searches you can do –

- **SEARCH EVERYTHING** – search the entire MLN catalog for all books, DVDs/Blu-Ray, 3-D objects, PLAYAWAY, Spoken CD, and music as well as digital items
- **SEARCH MY LIBRARY** – limit search to physical and digital items available through your home library
- **ALL BOOKS** –regular and Large Print books
- **ALL MOVIES** –DVDs, Blu-Ray, and digital videos on Kanopy or Hoopla
- **ALL AUDIOBOOKS** – Spoken CD, PLAYAWAY, MP3 CD, and digital audiobooks on Overdrive/Libby and Hoopla
- **ALL MUSIC** – Music CDs
- **ALL eBooks** – ebooks on Overdrive/Libby and Hoopla
- **FEATURED ITEMS** – your home library’s featured items
- **SCAN ISBN** – scan the barcode of a book and search the MLN catalog for it
- **SUGGEST A PURCHASE** – send a request to your home library to purchase an item that they do not own