

ComCat is used for **everything** *except* checking out a requested item out to your patron.

Daily **ILL Lending workflow**: ComCat *first*; MassCat *second*.

MassCat is *only* used to *check out* ComCat items to *your* library patrons.

- When a ComCat item is turned in by your patron (*identified by the ComCat bookstrap*), set it aside and process the returned item in ComCat, not MassCat.

All ComCat items **circulate** for **28 days**, *no renewals*.

Only **10 items** may be checked out to one patron (*patron barcode*) at one time.

Do **NOT remove** the ComCat **bookstrap**.

ALWAYS use a **Delivery Slip**, in *addition* to the ComCat bookstrap.

Remember to click on **Submit** (*upper right*) after changing status for an item in ComCat.

To make requests, patrons **MUST HAVE** a **Patron Barcode** and **password/PIN** to log in to ComCat.

- The patron barcode and password/PIN is the same one that they use for logging in to **MassCat** and **Axis 360 eBooks**.
- Library staff *cannot* see passwords in MassCat, but library staff can *change* a password for a patron in MassCat’s patron records. A password change should register with ComCat *immediately*.

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