Searching the Staff side of MassCat

Login to MassCat using your username and password:

At the welcome screen, click the “Search the catalog” link at the top of the screen, enter your search term(s) and click the “Submit” button:
To limit your quick search to your own library’s collection, type your search term into the box leave a space and then add your library code. This will limit the search to your library’s collection:

![Search bar with library code]

You can also use the “Advanced Search” option, which will provide a wider variety of options for refining your search. You can access the “Advanced Search” by clicking on the “Search link” at the top left of any screen in the staff area of MassCat:

![Advanced search button]

Or by clicking on the “Advanced Search” button on the “home” page of the staff area:

![Advanced search on home page]

How to Use Advanced Search:

Make the choices you want to use to refine your search, enter your search term in the search box(es) at the top of the screen and click the “Search” button at the bottom of the screen:
Advanced Search

Search For:

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Scan Indexes</th>
</tr>
</thead>
<tbody>
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Limit type to: match any of the following:

- Audio
- Audio Book
- Audiovisual Equipment
- Audiovisual Kit
- Book
- Book2week
- CD ROM
- Computer
- Computer File
- DVD
- DVD1week
- Display

Limits:

- Year: [ ] (format: yyyy-yyyy)
- Language: [ ] No Limit

Subtype limits:

- Any audience
- Any content
- Any format

Location and availability:

- Only items currently available
- Individual Libraries
- All Libraries

Sort by:

- Relevance

Search [Fewer Options] [New search]

The advanced search screen allows you to:

Search more indexes than the simple search by clicking on the arrow by the “Keyword” box and choosing from the list that appears:
Limit your search to a particular location by clicking on the arrow next to “All Libraries” and choosing a library from the list that appears:

Limit your search results to items that are currently available by checking the box next to “Only items currently available.”
**Change the sort order of your result list** by clicking on the arrow next to “Relevance” and choosing the order you would like your results to be sorted by:

<table>
<thead>
<tr>
<th>Sort by:</th>
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<tbody>
<tr>
<td>Relevance</td>
</tr>
<tr>
<td>Popularity</td>
</tr>
<tr>
<td>Call Number</td>
</tr>
<tr>
<td>Dates</td>
</tr>
<tr>
<td>Title</td>
</tr>
</tbody>
</table>

**Popularity**
- Popularity (Most to Least)
- Popularity (Least to Most)

**Call Number**
- Call Number (Non-fiction 0-9 to Fiction A-Z)
- Call Number (Fiction Z-A to Non-fiction 9-0)

**Dates**
- Publication/Copyright Date: Newest to Oldest
- Acquisition Date: Newest to Oldest

**Title**
- Title (A-Z)
- Title (Z-A)