

What is WorldCat?

WorldCat is an online catalog of books and other materials in libraries worldwide. Use this database to identify materials held in libraries besides FSU Libraries.

How do I access WorldCat?

Open your browser to the FSU Libraries' homepage: <http://www.lib.fsu.edu>. Select WorldCat from the section "Most Used Databases." You are now ready to search in the Basic search screen.

How do I search WorldCat?

Choose either the **Basic** or **Advanced** search screens.

- Search using the **Basic** screen if you are looking for a known item but only remember a portion of the author's name, title, or keyword.
- Search using the **Advance** screen if you require a precise search, if you need to search in more than one field, or if you need to limit your documents results by dates, format, or language.

Basic Screen:

- Enter your search term(s) in the appropriate dialog boxes labeled keyword, author, title, ISBN, or year.
- If you enter more than one search term, results will include either one or more of your terms.
- To retrieve items with all your terms, use AND between search terms (Chile AND refugees)
- To search for a phrase, enclose the phrase in quotation marks.
- Click **Search** button.

Advanced Screen:

- Access the **Advanced Search** screen by clicking the menu at the top of the screen.

The screenshot shows the WorldCat search interface. At the top, there are navigation tabs: Home, Databases, Searching, Staff View, My Account, Options, and Comments. Below these are search options: Basic Search, Advanced Search, Expert Search, Previous Searches, and a 'Go to page' dropdown. The current database is WorldCat. The main search area has a 'Search' button and a 'Clear' button. Below this is a 'Search in database:' dropdown set to 'WorldCat' (Updated: 2005-02-22) with the description 'OCLC catalog of books and other materials in libraries worldwide'. There are three 'Search for:' fields, each with a 'Keyword' dropdown and a search icon. Between these fields are 'and' dropdowns for Boolean operators. Below the search fields are 'Limit to:' fields for Year (format YYYY-YYYY), Language (All), and Number of Libraries (All). There is a 'Show all languages...' link. Under 'Limit type to:', there are checkboxes for Books, Visual Materials, Computer Files, Internet Resources, Serial Publications, Sound Recordings, Archival Materials, Articles, Musical Scores, and Maps. 'Subtype limits' are set to Any Audience, Any Content, and Any Format. At the bottom, there are checkboxes for 'Items in my library (FDA, FLORIDA STATE UNIV)' and 'Items in FSU LIBRARIES (FLORIDA STATE UNIV)'. There is a 'Library Code' field with a 'Find codes...' link. The 'Rank by:' dropdown is set to 'Number of Libraries'. At the very bottom are 'Search' and 'Clear' buttons.

1) Enter search terms.
Use one dialog box
for each concept.

2) Click down arrow and select
field you wish to search.

3) Select Boolean operator.

Browse a selected field if you would like
to verify spelling or formatting of an
item.

5) Click Search button.

4) Limit your search by date, format,
language, or audience.

Search Tips:

WILDCARDS (OR TRUNCATION)

- To search on part of word, use a question mark (?) as a truncation indicator. (E.g. *immigra?* will bring up records with the key term *immigration*, *immigrant* or *immigrants*.)
- Use the plus sign (+) when you want to search the singular and plural word forms (e.g. *refugee+*).
- Use an asterisk (#) to search for variations of key terms. (E.g. use *wom#n* to find *women* or *woman*.)


SEARCH OPERATORS

- Choose the operators AND, OR, or NOT in either the Basic or Advanced Search screens to combine two or more search terms to expand or narrow a search. For further assistance in using search operators, click the Help button and select “*Combining Search Terms*.”

RANKING RESULTS

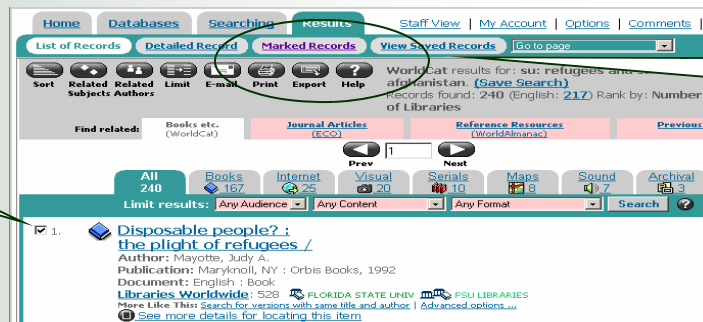
- To rank your search results, choose the *Relevance* or *Date* option in the drop-down menu. Ranking by relevance displays results by most relevant record at the top of the list. Ranking by date sorts your results in reverse chronological order, newest items first.

Search Results

- Your search results will include all the records in the WorldCat database that match your search criteria. Click the title to see full bibliographic information.
- The  icon may indicate if a FSU library owns the item. If no icon appears, users will nevertheless want to check WebLuis' online catalog for holdings.

Printing/E-Mailing/Exporting

Mark the check box next to each desired item or the **Mark All** box.



Select the Marked Records from the top menu.

Use the icons at the top of the page to either email, export, or print marked records.

