

The Florida State University College of Law Research Center

BASIC LEGAL RESEARCH SERIES

Finding Resources in WorldCat

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 Advanced search screen.

How do I search WorldCat?

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

- 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 **Advanced** screen if you need 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 Advanced Search interface. At the top, there are navigation tabs: Basic Search, Advanced Search (highlighted with a red circle), Expert Search, and Previous Searches. Below the tabs are icons for Subjects, News, and Help. The main search area is divided into several sections:

- Search in database:** A dropdown menu set to "WorldCat" (Updated: 2008-07-15) with a description: "OCLC catalog of books and other materials in libraries worldwide".
- Search for:** Three input fields, each with a "Keyword" label and a dropdown arrow. Callout 1 points to the first field, and callout 2 points to the dropdown arrow.
- Boolean operators:** Three "and" buttons between the search fields. Callout 3 points to the first "and" button.
- Limit to:** Fields for Year (format: YYYY-YYYY), Language (No Limit), and Number of Libraries (All).
- Limit type to:** A grid of checkboxes for various material types: Books, Visual Materials, Computer Files, Internet Resources, Serial Publications, Sound Recordings, Archival Materials, Continually Updated Resources, Articles, Musical Scores, and Maps.
- Subtype limits:** Three dropdown menus for Audience, Content, and Format.
- Availability to:** Two checkboxes for "Items in my library" and "Items in FSU LIBRARIES".
- Library Code:** A text input field with a "Find codes..." link.
- Sorted by:** A dropdown menu set to "Number of Libraries".

At the bottom, there are "Search" and "Clear" buttons. Callout 4 points to the "Limit to" section, and callout 5 points to the "Search" button.

Search Tips:

TRUNCATION (OR WILDCARDS)

- To search on part of word, use an asterisk (*) 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 '#' for a single character or "?" alone or with a number for zero to nine characters to search for variations of key terms. (E.g. use *wom#n* to find *women* or *woman*. *Colo?r* for records containing *color*, *colour*, *colonizer*, and *colorimeter* .)
- Truncation can only be used after the third character of a term.



SEARCH OPERATORS

- Choose the operators AND, OR, or NOT in either the Basic or Advanced Search screen to combine two or more search terms to expand or narrow a search. For further assistance in using search operators, click the 'Comments' link on the top right, then 'Contents of Help' button from menu, and select "Combining Search Terms."

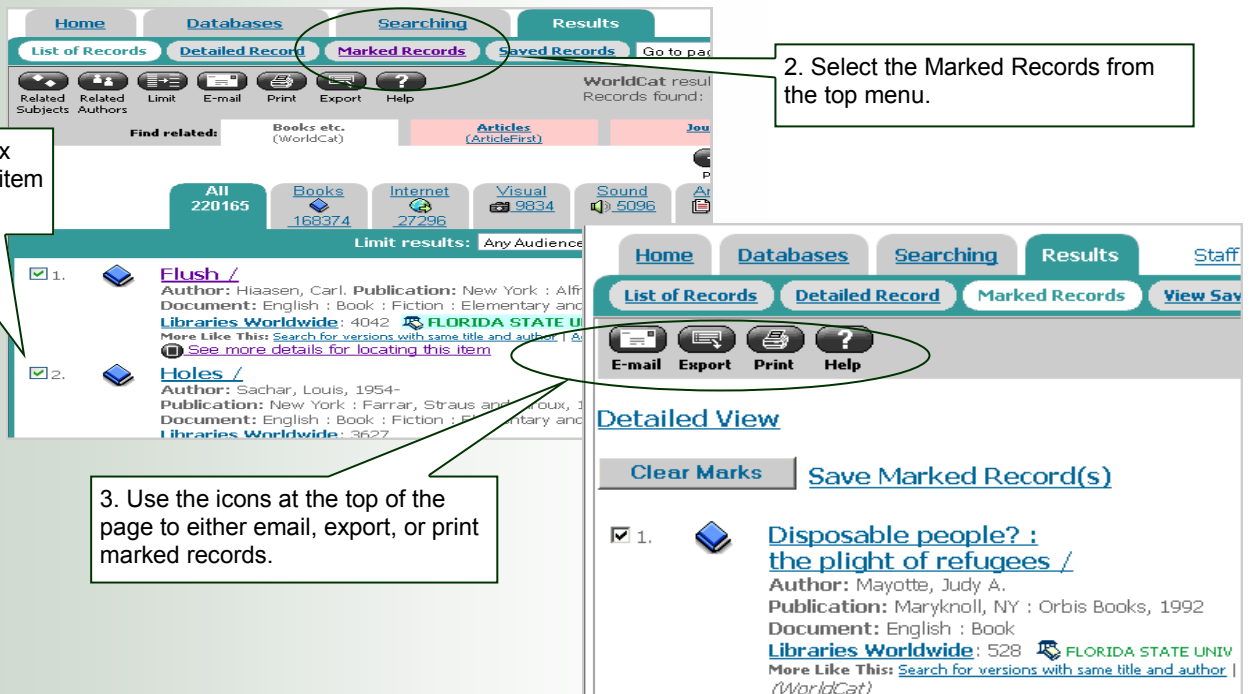
RANKING RESULTS

- To rank your search results, choose the *Number of Libraries*, *Relevance*, or *Date* option in the drop-down menu. Records which owned by the most number of libraries will be displayed at the top of result lists. 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  **FLORIDA STATE UNIV**  **FSU LIBRARIES** icon may indicate if a FSU library owns the item. If no icon appears, users will nevertheless want to check [Libraries Worldwide](#) for holdings.

Printing/E-Mailing/Exporting



The screenshot shows the WorldCat search results interface. At the top, there are tabs for 'Home', 'Databases', 'Searching', and 'Results'. Below these are sub-tabs for 'List of Records', 'Detailed Record', 'Marked Records', and 'Saved Records'. A callout box points to the 'Marked Records' tab, stating: "2. Select the Marked Records from the top menu." Below the sub-tabs are icons for 'Related Subjects', 'Related Authors', 'Limit', 'E-mail', 'Print', 'Export', and 'Help'. A callout box points to the 'Mark All' checkbox, stating: "1. Mark the check box next to each desired item or the Mark All box." The main content area shows a list of records. Two records are visible: 'Flush /' and 'Holes /'. A callout box points to the 'E-mail', 'Export', and 'Print' icons, stating: "3. Use the icons at the top of the page to either email, export, or print marked records." Below the list, there is a 'Detailed View' section for the record 'Disposable people? : the plight of refugees /'. This section includes buttons for 'Clear Marks' and 'Save Marked Record(s)', and a list of marked records with checkboxes.