



# WorldCat Discovery Services

## Searching Basics -- Quick Reference

### Basic and Expert Searching

- By default, a basic search is a “keyword” search. Enter a term in the search box and press “enter” on your keyboard or use the search button to execute that search.
- An expert search may include index labels and Boolean operators. This search may be executed in any search box, such as the basic (default box) or on the Advanced Search screen.
  - With index labels, it is important to use these with all the search terms; otherwise those terms without index labels will be treated as keyword (kw:) searches.
- When using Boolean operators (AND, OR, NOT) in a search, these must be capitalized. Search terms with Boolean operators are processed in left to right order.
- Approximate term queries use these operators: asterisk, question mark and pound sign.
  - Truncation: Enter a minimum of the first three characters followed by an asterisk (\*).
  - Wildcards: Use the pound sign (#) to represent a single character.
    - Use the question mark (?) to represent from zero to 9 characters within a term.

### Basic and Expert Search Examples:

- Boolean operators and Wildcards:
  - AND example: **transportation AND highway#**
  - OR example: **photograph# OR painting#**
  - NOT example: **kingsolver NOT vegetable**
  - Wildcard and Truncation example: **art architectur? gre\***
- Author index: thubron AND title index: shadow silk road
  - **au:thubron AND ti:shadow silk road**
- Subject index: reading comprehension NOT subject index: literacy
  - **su:reading comprehension NOT su:literacy**
- Keyword index: climate change AND Keyword index: sea levels OR Keyword index: global warming
  - **kw:climate change AND kw:sea levels OR kw:global warming**

### Search Results & Item Details

- Filters may be used to refine search results based on Content, Format, Databases, Author, Year (or range of years), and Language. The sort order and Library filter are also available.
- The Item Detail presents aspects of the selected item, such as Description, Holding Libraries, Editions & Formats and Availability. The default tab is Availability, and this may contain Full Text Online links, a Holdings Summary with local call numbers and shelf-status or buttons for Request Item or Place hold functions.

## Content and Collections

### [List of the databases available in the central index](#)

View the list of databases for WorldCat Discovery libraries. It can help you add your subscription databases to your metasearch content.

WorldCat Local and WorldShare Management Services libraries: Use the content list on your product support page or see the list for the [remote database search option](#))

### [Collections in the WorldCat knowledge base](#)

[View a list of collections](#) [Excel spreadsheet] included in the WorldCat knowledge base. This represents all of the collections available in the WorldCat knowledge base and it indicates which collections are open-access; which collections are customizable; and, the percentage of items that contain OCLC numbers for maintaining holdings in WorldCat.

## Documentation:

- **Maximizing use of your library's WorldCat Discovery interface features**

This guide offers tips on navigating, searching, adding/removing databases, sharing search results, and more.

<http://www.oclc.org/content/dam/support/discovery/discoveryinterface.pdf>

- **Item bibliographic data as displayed in WorldCat Discovery interface**

This table describes the possible fields of bibliographic data shown for an item in the WorldCat Discovery interface.

<http://www.oclc.org/support/services/discovery/documentation/item-bib.en.html>

- **Searching WorldCat Indexes**

This guide contains details about query syntax and index labels along with examples from different OCLC services.

<http://www.oclc.org/support/services/worldcat/documentation/searching/searchworldcatindexes.en.html>

## How To Get Started:

- Register for your library's WorldCat Discovery URL : <http://registration.oclc.org/reg/?pc=worldcatdiscovery>

- Update your WorldCat Registry information in the Service Configuration:

It includes [links to your online catalog](#), IP addresses and more.

- Request access to the WorldCat knowledge base and set up the Access Online button for your e-resources.

Holdings in the [WorldCat knowledge base](#) creates the links to your full-text e-content, and this is included in an OCLC cataloging subscription. [Request access now](#) »

- If your library has WorldCat Discovery and WorldShare ILL or an OpenURL 1.0 solution such as ILLiad, [customize your request button for resource sharing](#).

## WorldCat Discovery Services Support and Office Hours:

<http://www.oclc.org/support/services/discovery.en.html>

**OCLC Customer Support:** <http://oclc.org/support>