

# Searching WorldCat in FirstSearch

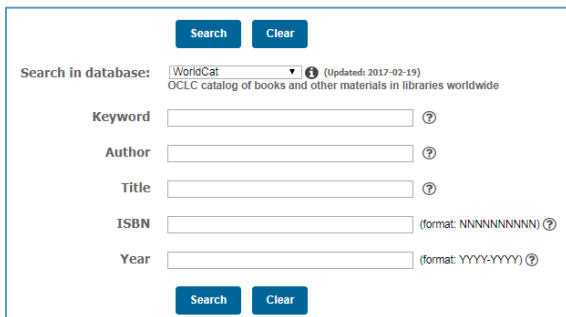
## Introduction

FirstSearch offers a precise way to search WorldCat and other databases. It is used mostly by library staff, researchers and other experts. FirstSearch supports the need for details such as editions, formats, languages. With FirstSearch you may use filters to screen out unwanted materials either before the search is performed or from the search results. This enables you to locate the exact item being sought, whether it is in your library collection or available from libraries worldwide.

This session presents an overview of the search techniques used to search WorldCat in FirstSearch, explores the filters and other tools that can be used to manage results from the basic, advanced and expert search screens and demonstrates how result sets can be shared or saved.

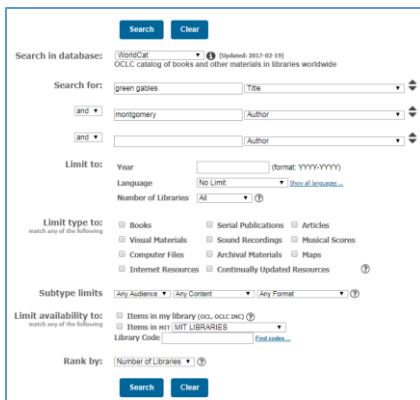
## Basic Search

The Basic Search enables you to search a few of the main indexes in a database. Use the Basic Search if you need quick results using a simple search statement. The BOOLEAN operator “And” is understood between these indexes.



## Advanced Search

The Advanced Search enables you to construct more complex search statements. Up to three search strings and three indexes can be combined using the BOOLEAN operators, (AND, OR, NOT) selected from drop-down lists. Several search limits are available here.



## Expert Search

The Expert Search is designed for experienced searchers who prefer to enter logical search statements. A list of indexes and labels is provided in a single drop-down list.

For example, to search for items by Barbara Kingsolver that do not include the term “vegetable” in the title, enter the index label for Name (au: ) and then enter the term “vegetable” with no index label. Instead, select the title index from the drop-down list. The title index label will apply only to the unlabeled term “vegetable”.

Search in database: WorldCat (Updated: 2017-02-19)  
OCLC catalog of books and other materials in libraries worldwide

Search for: au:kingsolver not vegetable

Indexed in: Title (t:) (highlighted with orange arrow)

Limit to: Year (format: YYYYYYYY), Language (No Limit), Number of Libraries (All)

Limit type to: match any of the following: Books, Serial Publications, Articles, Visual Materials, Sound Recordings, Musical Scores, Computer Files, Archival Materials, Maps, Internet Resources, Continually Updated Resources

Subtype limits: Any Audience, Any Content, Any Format

Limit availability to: match any of the following: Items in my library (OCLC, OCLC INC), Items in MIT LIBRARIES

Rank by: Number of Libraries

Reference information for constructing searches displays at the bottom of this screen.

```
Plurals, truncation, and wildcards ?  
Use + for plurals (s and es)  
Use * for truncation  
Use # for a wildcard character  
Use ?N for up to N characters  
Combining search terms (Boolean) ?  
X and Y  
X or Y  
X not Y  
Adjacent terms (proximity) ?  
X w Y (X is followed by Y)  
X wN Y (X is followed by Y  
with at most N terms between)  
X n Y (X is next to Y, either order)  
X nN Y (X is within N terms of Y,  
either order)
```

## WorldCat Search Limits

FirstSearch has no limit on the number of records returned from search.

Setting search limits is a good way to narrow these results. Some recommended limits include:

Year	1999- ; 2010-2014 ; >1999 ; <1980
Languages	Frequently used languages display in drop-down list; Less frequently used languages display in link "Show all languages"
Number of Libraries	Identify how many library holdings are on the item. The higher the number, the more widely held the item

## Document Type Limits

Document types classify items by format. These may be used to limit search results to a specific document type (bibliographic format). Hover over the type name to see what is included in that type. Some document type limits include:

Books	Books, pamphlets, technical reports, manuscripts and other written works.
Computer Files	Computer software, numeric data, interactive multimedia, etc.
Internet Resources	Websites with online documents, graphics, systems or services.
Maps	Maps, map manuscripts, globes, and other cartographic material.
Serial Publications	Periodicals, newspapers, annuals, journals,
Musical Scores	Printed music materials, including full score, choirs score, close score, etc.
Sound Recordings	Both musical and non-musical sound recordings.
Visual Materials	Projected media, Two-dimensional non-projected graphics, artifacts or kits


## Sub-type Limits

Audience	Juvenile or Not-juvenile
Content	Fiction, non-fiction, biography, thesis, Biography, music, non-music
Format	Subtypes of document types, such as DVD, VHS, Large print, Braille, etc.

## Limit by Library Holdings

Items in my library	(Self-explanatory) limits to items held by my library
A specific library	Limit by another library's OCLC symbol
My favorite libraries	Sub-group of library symbols created in Admin Module

## Other Search Features

- Browse indexes to verify the correct spelling or format for search terms.
- To access the Browse index feature, click the arrows to the right of the index list .
- Use ranking to organize the results of your search.
- The default is Number of Libraries; other choices are Relevance, Date or Accession Number.

## Search Statements

To search for	Use	Example	Results
General information	Word or words in keyword index	frost	Many results
		sangfroid	Fewer results
Specific information	Word Index labels	su:sleep	Word in subject fields
		ti:once	Word in title fields
Exact phrase	Phrase index labels	ti=to kill a mockingbird	Phrase in exact order in title fields
	Quotes “ ”	“tunnel vision”	Phrase in exact order in several fields
Plurals	Plus sign (+)		
Variations	Wildcard (*), #, ?	zebu*	zebu, zebulon, zebutte
Words near each other in exact order	w	common w2 cold	common within 2 words of cold in exact order
Words near each other in any order	n	cold n2 common	common and cold within 2 words in any order

## Index labels

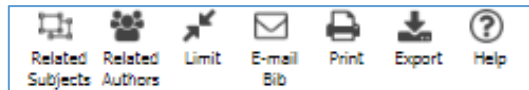
Use index label with	When search includes	Examples
Colon ( : ) (keyword)	words or fragments of phrases	su:airline security
	search operators (w or n)	su:airline w2 security
	special symbols for plurals or truncation	ti:ocean+ or sea+ and pollut*
Equal sign (=) (phrase)	Exact phrase as in names or titles	ti=alice in wonderland

## Search Examples

- Author phrase index: patchett, ann AND title phrase index: these precious days
  - **au=patchett, ann AND ti=these precious days**
- Subject index: social work NOT subject index: social services
  - **su:social work NOT su:social services**
- Keyword index: physical geography AND subject index: ocean\* OR subject index: sea levels
  - **kw:physical geography AND su:ocean\* OR su:sea levels**

## Search Results

- **View a detailed record:** To view an item from the List of Records, click the record title.
- To return to the List of Records, click the List of Records link on the Results tab.
- **Sorting results:** Click Options and then choose the Sort criteria for the result set. The default order is number of libraries. Other sort options include: title, author, date, number of libraries. Sort order can be set and saved or set for the active session only. This can also be set on the advanced search screen.



- Other tools:
- To find related Subjects or Authors, click the respective button.
- The subjects or authors from the result set are displayed; mark selections from the list and click Search; this new search uses the OR operator between selected terms which often can result in a larger set of citations.
- Limit results: click the Limit button and select from the database-specific limits for a more focused result set; or, return to the search screen to add more terms and limits there.

## Documentation

- **OCLC FirstSearch: The Basics**

This offers tips on navigating, searching, selecting databases, and sharing search results.

[https://help.oclc.org/Discovery\\_and\\_Reference/FirstSearch/Reference/Handouts/OCLC\\_FirstSearch\\_The\\_basics](https://help.oclc.org/Discovery_and_Reference/FirstSearch/Reference/Handouts/OCLC_FirstSearch_The_basics)

- **WorldCat Services Administrative Module direct links**

Link directly into specific control panels within the FirstSearch Administrative Module by task.

[https://help.oclc.org/Discovery\\_and\\_Reference/FirstSearch/WorldCat\\_Admin/Administrative\\_module\\_direct\\_links](https://help.oclc.org/Discovery_and_Reference/FirstSearch/WorldCat_Admin/Administrative_module_direct_links)

- **Searching WorldCat Indexes**

Provides details about query syntax and index labels for searching many OCLC services.

[https://help.oclc.org/Librarian\\_Toolbox/Searching\\_WorldCat\\_Indexes](https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes)

- **FirstSearch training**

Provides details about live and recorded instructor-led training sessions and shorter videos.

[https://help.oclc.org/Discovery\\_and\\_Reference/FirstSearch/FirstSearch\\_training](https://help.oclc.org/Discovery_and_Reference/FirstSearch/FirstSearch_training)

**OCLC Customer Support:** <https://oc.lc/support-regions>

Email: [support@oclc.org](mailto:support@oclc.org) Phone: 800.848.5800 (US)

**OCLC Community Center:** <https://oc.lc/community>

## Test your knowledge

1. What search screen would you use if you need quick results using a simple search statement such as an ISBN?
  - a. Basic search screen
  - b. Advanced search screen
  - c. Expert search screen
2. What search screen would you use if you are seeking records with a specific author and title?
  - a. Basic search screen
  - b. Advanced search screen
  - c. Expert search screen
3. What search screen would you use if you need guidance constructing a complex search using BOOLEAN operators, specific indexes and limits?
  - a. Basic search screen
  - b. Advanced search screen
  - c. Expert search screen
4. **More Like This...Advanced Options** shows you access points from the entire result set to use for a new search.
  - a. True
  - b. False
5. The browse feature enables you to
  - a. Verify the spelling of a key search term
  - b. Check the number of records that contain a key search term
  - c. Identify the best index to use with a key search term
  - d. Verify the format of a personal name, corporate name or title phrase
  - e. All the above
6. What limits would you use to locate records for *The Zookeeper's Wife* by Diane Ackerman as a DVD?
  - a. Material type: Visual materials
  - b. Material subtype: DVD video
  - c. Either of the above
  - d. None of the above
7. Use **Related Subjects** to create a new and broader search based on subjects in a current result set.
  - a. True
  - b. False

Check your answers on the next page

## Answers

1. What search screen would you use if you need quick results using a simple search statement such as an ISBN?
  - a. **Basic search screen**
  - b. Advanced search screen
  - c. Expert search screen
  
2. What search screen would you use if you are seeking records with a specific author and title?
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  - b. **Advanced search screen**
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3. What search screen would you use if you need guidance constructing a complex search using BOOLEAN operators, specific indexes and limits?
  - a. Basic search screen
  - b. **Advanced search screen**
  - c. Expert search screen
  
4. **More Like This...Advanced Options** shows you access points from the entire result set to use for a new search.
  - a. True
  - b. **False**
  
5. The browse feature enables you to
  - a. Verify the spelling of a key search term
  - b. Check the number of records that contain a key search term
  - c. Identify the best index to use with a key search term
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  - c. **Either of the above**
  - d. None of the above
  
7. Use Related Subjects to create a new broader search based on subjects in a current result set.
  - a. **True**
  - b. False