Discover how to browse bibliographic records, authority files, and local holdings records in WorldShare Record Manager.

## Browse authority files using an index

1. From the Data Type drop-down list, select **Authority Records**.
2. From the Scope drop-down list, select the authority file you wish to browse (e.g., **LC - Browse**).
3. From the Index drop-down list, select an index. For a list of all indexes, see [Record Manager: Authorities Guide](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Search/Browse/Authority-Files-Using-an-Index).
4. Based on the index you selected, enter your search terms in the Term(s) text field. The text field will expand to fit your search terms, if needed.
5. Click **Search**. In the search results, you will not only see the specific terms for which you searched (📍), but also the surrounding terms. Click an index term to view the associated records.

## Browse bibliographic records using an index

1. From the Data Type drop-down list, select **Bibliographic Records**.
2. From the Scope drop-down list, select **All WorldCat - Browse**.
3. From the Index drop-down list, select an index. See [Searching WorldCat Indexes](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Search/Browse/Bibliographic-Records-Using-an-Index) for more information on available indexes.
4. Based on the index you selected, enter your search terms in the Term(s) text field. The text field will expand to fit your search terms, if needed.
5. Click **Search**. In the search results, you will not only see the specific term for which you searched (📍), but also the surrounding terms. Click an index term to view the associated records.

## Browse local holdings records (LHRs) using a call number

1. From the Data Type drop-down list, select **Local Holdings Records**.
2. From the Scope drop-down list, select **My LHRs - Browse**.
3. Enter a call number in the Term(s) text field. The text field will expand to fit your search terms, if needed.
4. Click **Search**. The search results will be displayed in a table with the following columns:
   - Call Number
     - The closest result match, whether an exact match or not, is identified by the location icon (📍).
     - Click a call number to view the local holdings record.
   - Bibliographic Information
     - If a call number returns a single item, the entire 852 field from the LHR is displayed below the title.
• If a call number has multiple LHRs, and the associated bibliographic record is the same for all of the LHRs, the title, call number, and entire 852 field will appear in this column. If you click on the call number, you will see all LHRs with the call number sorted by OCLC number and LHR control number.
• Click a title to view the parent bibliographic record.