Discover Items

Find information about available search options, including information specific to Bibliographic Records, Local Holdings Records, and Temporary Items.
For information about setting search preferences, see Set search preferences.

Search for items

1. In the left panel, click Discover Items.
2. To search by barcode, scan the barcode or type the barcode into the Enter barcode box. If you type the number, click Go or press <Enter>.
3. To search for items, type your search term(s) in the text box. You can limit your search and you can choose an index to search, see below.
4. Click Search or press <Enter>.

Available search options

Each Data Type has different Scope options. Each Scope option will have additional Indexes for further limiting the search.

<table>
<thead>
<tr>
<th>DATA TYPE</th>
<th>SCOPE</th>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliographic</td>
<td>• My Library Holdings</td>
<td>• Author</td>
</tr>
<tr>
<td></td>
<td>• All WorldCat</td>
<td>• ISBN (International Standard Book Number)</td>
</tr>
<tr>
<td></td>
<td>• My Group Holdings</td>
<td>• ISSN (International Standard Serial Number)</td>
</tr>
<tr>
<td></td>
<td>◦ Appears only if you are</td>
<td>• Keyword</td>
</tr>
<tr>
<td></td>
<td>a WMS library with group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>awareness</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td>◦ Search up to 250 OCLC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>numbers. Use a space or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>comma (,) between each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OCLC number to search.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The counter will show</td>
<td></td>
</tr>
<tr>
<td></td>
<td>you how many OCLC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>numbers are remaining in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the input box. If you’ve</td>
<td></td>
</tr>
<tr>
<td></td>
<td>typed in the maximum</td>
<td></td>
</tr>
<tr>
<td>DATA TYPE</td>
<td>SCOPE</td>
<td>INDEX</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Local Holdings Records</td>
<td>• My LHRs</td>
<td>number of OCLC numbers, the input box will be blocked.</td>
</tr>
<tr>
<td>• Title</td>
<td>•</td>
<td>• Title</td>
</tr>
<tr>
<td>• Action Note</td>
<td>•</td>
<td>• Action Note</td>
</tr>
<tr>
<td>• Barcode</td>
<td>•</td>
<td>• Barcode</td>
</tr>
<tr>
<td>◦ Search up to 250 barcodes (or 6500 characters). The counters show how many barcodes and characters are remaining in the input box. If you reach either limit, the input box will be blocked.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bibliographic Control Number</td>
<td>•</td>
<td>• Bibliographic Control Number</td>
</tr>
<tr>
<td>• Branch/Shelving Location</td>
<td>•</td>
<td>• Branch/Shelving Location</td>
</tr>
<tr>
<td>◦ Additional fields to specify Branch and Shelving Location appear.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Call Number</td>
<td>•</td>
<td>• Call Number</td>
</tr>
<tr>
<td>• Holdings Record Number</td>
<td>•</td>
<td>• Holdings Record Number</td>
</tr>
<tr>
<td>• Lending Policy</td>
<td>•</td>
<td>• Lending Policy</td>
</tr>
<tr>
<td>• LHR Control Number</td>
<td>•</td>
<td>• LHR Control Number</td>
</tr>
<tr>
<td>• MARC Organization Code</td>
<td>•</td>
<td>• MARC Organization Code</td>
</tr>
<tr>
<td>• OCLC Number</td>
<td>•</td>
<td>• OCLC Number</td>
</tr>
<tr>
<td>◦ Search up to 250 OCLC numbers. Use a space or comma (,) between each OCLC number to search. The counter will show you how many OCLC numbers are remaining in the input box. If you've typed in the maximum number of OCLC numbers, the input box will be blocked.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Private Note</td>
<td>•</td>
<td>• Private Note</td>
</tr>
<tr>
<td>• Public Note</td>
<td>•</td>
<td>• Public Note</td>
</tr>
<tr>
<td>DATA TYPE</td>
<td>SCOPE</td>
<td>INDEX</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reproduction Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Select:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Will not reproduce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Will reproduce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Unknown</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Temporary Shelving Location</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Additional fields to specify Branch and Shelving Location appear.</td>
</tr>
<tr>
<td></td>
<td>• My LHRs - Browse</td>
<td>• Call Number Browse</td>
</tr>
<tr>
<td>Temporary Items</td>
<td>• All</td>
<td>• Author</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Title</td>
</tr>
</tbody>
</table>

### Perform an expert search

Use an expert search to perform a complete search in a single string. An expert search is made up of a combination of index labels and search terms. With the use of Boolean operators (AND, OR, NOT), you can search through several indexes at once and apply limits at the same time. Expert searches can be performed in the basic search area or the advanced search window.

Note: When performing an expert search for local holdings records (LHRs), you must enclose search terms in quotation marks to retrieve records with that phrase in any field or subfield (e.g., "EAST - East periodicals").

1. From the Data Type drop-down list, select a data type.
2. From the Scope drop-down list, select a search scope.
3. In the Term(s) text field, enter your expert search in this format: [Index label] [Search term(s)].
   - For example: ti: girl dragon tattoo mt:nsr pb=random house
   - When you are performing an expert search with multiple indexes:
     - The Boolean AND is implied. If you are using the Boolean operators OR or NOT, you must type the operator and use capital letters.
     - You can search using the following French Boolean operators: ET (AND), OU (OR), SAUF (NOT)
       - Note: These operators must be entered in all uppercase letters to be considered Boolean operators.
   - For a list of available bibliographic, local bibliographic data, and local holdings record files and indexes, see [Searching WorldCat Indexes](https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items).
4. Click Search.

Watch a video

Search for items (7:19)

This seven-minute video will show you how to search for items, including temporary items, and work with your search results in WorldShare Circulation.

Search results

Navigate results

- If the search results extend to two or more screens, use the navigation links (top and bottom of list) to move between screens. Screen headers and footers show your position within the list; for example, Results 11-20 of 56.

- Previous searches and open records appear below the Search button on the Discover Items area in the left panel. Click a search to return to it. Navigation for open searches and records is organized into seven sections. Newly-opened searches and records are added to the top of each section. The sections appear from top to bottom in the following order:
  - Searches for Bibliographic Records
  - Copies screen
  - Local Holdings Record (LHR) Details
    - Copy detail
    - LHR item detail
  - Browse for Call Number
  - Searches for LHRs
  - Searches for circ-managed items
  - Circ-managed item details
    - Container ('bound item') details
    - Temporary item details

Bibliographic Records

Search results for Bibliographic Records are sorted by relevance. To change the sort order, use the Sort by list (at the top of the search results).

Additional filters appear to the left of the results. Filter by:

For a list of available authority files and indexes, see Record Manager: Authorities Guide.
• Language of cataloging
• Format
• Year
• Author
• Language

To see detailed information about an item, place the cursor over the information icon (ℹ️) in the search results. A window appears listing additional information, including:

• Copies owned
• Copies ordered but not received in WorldShare Acquisitions
• Physical description
• If you have enabled the Talis Aspire reading list integration, the information icon will include reading list details about the item with links to each list on the Talis platform.

Enhanced Search Results

Bibliographic Records - Enhanced Search Results

1. Tabs

The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any records with unsaved changes.

• Click on a Search to return the search results.
• To remove a search or record, click the X (❌). All searches and records are saved until you remove them, click Close All Tabs, or sign out of WorldShare.
• To close all searches, click Close All Tabs.

2. Facets

Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and/or Language.
• To filter your results, select the check box next to the value(s) you want to apply. Results filter automatically. The facets you select will appear at the top of the facet list under Selected Facets.

• To remove a selected facet, click the X (❌) next to the value at the top of the list, under Selected Facets, or deselect the check box next to the value.

• Click Hide Facets to remove the facets from view.

3. Search results display

Click View Condensed Search Results to switch to the condensed search results screen.

4. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

• To refresh the results list, click the Refresh button (🔄).

5. Sort by

Use the options in the Sort by drop-down list to determine how your search results are sorted.

• Select how to sort your search results from the Sort by list.
  ◦ Author (Ascending) - Lists records by author's last name in alphabetical order.
  ◦ Author (Descending) - Lists records by author's last name in reverse alphabetical order.
  ◦ Date (Newest First) - Lists records by the most recent publication date
  ◦ Date (Oldest First) - Lists records by the oldest publication date
  ◦ Library Count (Highest First) - Lists records by the highest number of WorldCat holdings by libraries for the item
  ◦ Library Count (Lowest First) - Lists records by the lowest number of WorldCat holdings by libraries for the item
  ◦ Relevance (default) - Relevance is the result of a ranking scheme that is based on the following:
    ▪ How recently the item was created
    ▪ Whether the search terms appear anywhere in the WorldCat bibliographic record
      Note: Search terms appearing in the title or author field are ranked highest
    ▪ Whether the record is held by your library
  ◦ Title (Ascending) - Lists records by title in alphabetical order.
  ◦ Title (Descending) - Lists records by title in reverse alphabetical order.

6. Search results

The first column in the results list displays brief bibliographic information about each record, including: Title, Author, Format, Publishing information, ISBN, Series, Cover art, Original cataloging agency, Transcribing agency, Authentication code, Language of cataloging, Encoding level, and OCLC Number.
• Click **Open Details > Copies** to view the shelving location for copies of items owned by your institution.
  ◦ The shelving information comes from either the permanent shelving location in 852 $c or the temporary shelving location 876-8 $l.
  ◦ Shelving information appears for monographic items, but is not available for serial and multi-part items unless different parts of the item can display a different shelving location (e.g., volume 1 has an 876, but volumes 2 and 3 do not).

• Click the **title** to:
  ◦ Open and edit a bibliographic record
  ◦ View other records linked to the item
  ◦ View, add, or edit local holdings records and local bibliographic data

• Hover over the information icon (ℹ️) to see additional information about a record, including:
  ◦ Copies owned
  ◦ Copies ordered but not received in WorldShare Acquisitions
  ◦ Physical description
  ◦ If you have enabled the **Talis Aspire reading list** integration, the information icon will include reading list details about the item with links to each list on the Talis platform.

### 7. Rows

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

• Select a **number** from the Rows list to change the number of rows you see per page.
• If there is more than one page of results, use the **navigation buttons** to move between pages.

### 8. (Not) Held by my library

This column indicates whether your library has added holdings to the record. If your library has added holdings, this means your library owns or has access to one or more items represented by the record. The column also displays how many libraries in WorldCat have added their holdings to the record.

• Click the **LHR(s) link** to view a list of the local holdings records that your library has added to the bibliographic record.
• Click the **Other Libraries link** to open the **WorldCat Holdings screen** for the item.
Condensed Search Results

Bibliographic records - Condensed search results screen

1. Tabs

The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any records with unsaved changes.

- Click on a **Search** to return the search results.
- To remove a search or record, click the **X** (❌). All searches and records are saved until you remove them, click **Close All Tabs**, or sign out of WorldShare.
- To close all searches, click **Close All Tabs**.

2. Facets

Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and/or Language. By default, facets are hidden from the Condensed Search Results screen.

- Click **Show Facets** to display available facets.
- To filter your results, select the **check box** next to the value(s) you want to apply. Results filter automatically. The facets you select will appear at the top of the facet list under Selected Facets.
- To remove a selected facet, click the **X** (❌) next to the value at the top of the list, under Selected Facets, or deselect the **check box** next to the value.
- Click **Hide Facets** to remove the facets from view.

3. Sort by Relevance and View Enhanced Search Results

Sort by Relevance

By default, the results on the Condensed Search Results screen are sorted by relevance. If you sort any of the search results columns, click this button to restore the default sort.

Relevance is the result of a ranking scheme that is based on the following:

- How recently the item was created
• Whether the search terms appear anywhere in the WorldCat bibliographic record
  Note: Search terms appearing in the title or author field are ranked highest
• Whether the record is held by your library

View Enhanced Search Results

Click View Enhanced Search Results to switch to the enhanced search results screen.

4. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

• To refresh the results list, click the Refresh button (⊂).

5. Search results

The Condensed Search Results screen provides a columnar view of bibliographic information about each record in the results list.

Condensed Search Results screen columns - Table

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>The title of the item. You can sort this column alphabetically. Hover the information icon (ℹ️) to see additional information about a record, including:</td>
</tr>
<tr>
<td>Author</td>
<td>The author of the item. You can sort this column alphabetically.</td>
</tr>
<tr>
<td>OCLC Number</td>
<td>The OCLC number for the record. You can sort this column numerically.</td>
</tr>
<tr>
<td>Publisher</td>
<td>The publisher of the item.</td>
</tr>
<tr>
<td>Publication Date</td>
<td>The publication year of the item. You can sort this column alphabetically.</td>
</tr>
<tr>
<td>COLUMN</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>column chronologically.</td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td>The format icon and description for the item.</td>
</tr>
<tr>
<td>Language of Work</td>
<td>The language of work (as in 008/35-37) of the item.</td>
</tr>
<tr>
<td>Language of Cataloging</td>
<td>The language that is used to catalog the item.</td>
</tr>
<tr>
<td>Cataloging Source</td>
<td>The organization that created the original record for the item.</td>
</tr>
<tr>
<td>Authentication Code</td>
<td>Indicates that a record has been reviewed and authenticated. See <a href="https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items">042 Authentication Code</a> for code definitions.</td>
</tr>
<tr>
<td>Encoding Level</td>
<td>The degree of completeness of the MARC record. See <a href="https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items">ELvl Encoding Level</a> for level definitions.</td>
</tr>
<tr>
<td>Held</td>
<td>The Held column:</td>
</tr>
<tr>
<td></td>
<td>• Indicates whether your library has added holdings to the record. If your library has added holdings, this means your library owns or has access to one or more items represented by the record.</td>
</tr>
<tr>
<td></td>
<td>• Shows the number of local holdings records that your library has added to the bibliographic record. Click the LHR(s) link to view a list of the related local holdings records.</td>
</tr>
<tr>
<td>WorldCat Holdings</td>
<td>The number of other libraries that hold the item. Click the link to open the <a href="https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items">WorldCat Holdings screen for the item</a>.</td>
</tr>
<tr>
<td>Group Holdings</td>
<td>The number of holdings that libraries in your cataloging group hold (including your institution). Note: This column is only selectable if your library is part of a cataloging group.</td>
</tr>
</tbody>
</table>

6. Display preferences and Rows

Display preferences

You can select which columns appear on the Condensed Search Results screen and the order in which they appear for the duration of your session.
1. Click the **gray gear button** (⚙️) to open the Table Column Display Preferences dialog.
2. Select which columns appear on the Condensed Search Results screen. You must enable at least one column. By default, all columns are displayed.
   ◦ To remove a column, deselect it in the Display column.
3. Determine the order in which the columns appear in the condensed search results list table.
   ◦ Click the **up arrow** to move a column up and the **down arrow** to move a column down in the list.
4. *(Optional)* Click **Reset Form** to restore default settings.
5. Click **Save**.

**Rows**

The number of rows per page and page navigation buttons appears at the top and bottom of the results list.

- Select a **number** from the Rows list to change the number of rows you see per page.
- If there is more than one page of results, use the **navigation buttons** to move between pages.
Take action on results
From the search results screen, you can:
<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a copy of an item to your holdings</td>
<td>Click the item's title to view the record and add copies. See • Edit single item • Edit multiple items • Manage serial issues for information on adding single items, multi-part items, and serials to your holdings.</td>
</tr>
<tr>
<td>Create or edit local holdings records (LHRs)</td>
<td>To partially edit an item's local holdings record, click its title and see Create or edit local holdings records for information on creating and editing LHRs for single items, multi-part items, and serials.</td>
</tr>
<tr>
<td>Filter results with facets</td>
<td>Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and Language.</td>
</tr>
<tr>
<td>Place a hold</td>
<td>Click the item's title to view the record and place a hold. For details, see Place hold.</td>
</tr>
<tr>
<td>Recall an item</td>
<td>For details, see Recall items.</td>
</tr>
<tr>
<td>Schedule an item</td>
<td>Click the item's title to view the record and schedule the item. For details, see Schedule items.</td>
</tr>
</tbody>
</table>
| View the history of circulation transactions                | 1. Click the item’s title.  
2. On the Copies screen, in the row for the item you want, click View/Edit.  
3. On the Item Details screen, in the upper right corner, click Transaction History. For details, |
View item details

1. Click the item’s title.
2. If the Details screen does not appear, in the upper right corner, click Details.

Local Holdings Records

Search results for Local Holdings Records allow you to Filter by:

- Lending Policy
- Location
- Reproduction policy
- Temporary Shelving Location

Search results information includes:

- Call Number
- Barcode
- Shared Print
- Branch
- Shelving Location
- Lending Policy
- Bibliographic Record information

Local holdings records screen - Search results screen

1. Tabs
The tabs on the side of the screen show any searches you have performed, any records you have viewed, and any
records with unsaved changes.

- Click on a **Search** to return the search results.
  - To remove a search or record, click the X (x). All searches and records are saved until you remove them, click Close All Tabs, or sign out of WorldShare.
- To close all searches, click **Close All Tabs**.

2. Filter results

- Click the **Add button** (➕) to apply multiple filters.
- Select a **Boolean operator** from the drop-down list to link multiple filters.
- Click the **Remove button** (➖) to remove an additional filter.
- Available filters include:
  - Lending Policy
  - Location
  - Reproduction policy
  - Temporary Shelving Location

3. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

- To refresh the results list, click the **Refresh button** (🔍).

4. Search results

The search results table contains the following columns:

- **Call Number** - Displays call number subfield data from the shelving designation and copy number subfields of the 852 field of your local holdings records (LHRs). Subfield display is dependent upon the content of data in your LHR and can include: Note: Subfield data is displayed without subfields (e.g., $hPN1997 .2$i.W47 2010 displays as PN1997 .2 .W47 2010).
  - $k - Call number prefix (R)
  - $h - Classification part (NR)
  - $i - Item part (R)
  - $j - Shelving control number (NR)
  - $l - Shelving form of title (NR)
  - $m - Call number suffix (R)
  - $t - Copy number (NR)
- **Barcode(s)** - Displays the barcode data from the piece designation subfields of the 876 field of your LHRs. Click a **barcode** to open the LHR editor.
- **Shared Print** - Displays whether the item to which the LHR is associated is part of a shared print project.
- **Branch** - Displays the branch name for the item to which the LHR is associated.
- **Shelving Location** - Displays the shelving location for the item to which the LHR is associated.
• **Lending Policy** - Displays the lending policy for the item to which the LHR is associated.

• **Bibliographic Record Information** - Displays the basic bibliographic information for the item to which the LHR is associated. Click the **title** of the item to view the bibliographic record in the MARC editor.

5. **Rows**

The number of rows per page and page navigation buttons appears at the top and bottom of the results list.

• Select a **number** from the Rows list to change the number of rows you see per page.

• If there is more than one page of results, use the **navigation buttons** to move between pages.
Take action on results
From the search results screen, you can:
<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Filter results with facets  | **Filter By** drop-down to further narrow your search results by:  
  - Branch/Shelving Location  
  - Reproduction Policy  
  - Temporary Shelving Location  
  Click the **Reset** button to remove the filter. |
| Change the branch of one or more results | 1. Click the checkbox next to the search result(s) you wish to update.  
  1. Select **Change Branch** to move the item to a different Branch and Shelving location.  
  2. Select the **Branch** and **Shelving Location** from the drop-down.  
  2. Click **Change**.  
  Note: This option is disabled if the selected items are shelved at different branches. Use the **Change Branch** option first to update the branch and permanent shelving locations as needed.  
  See [Change the location for multiple items](https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items) for more information. |
| Change the shelving location of one or more results | 1. Click the checkbox next to the search result(s) you wish to update.  
  2. Select **Change Shelving Location** to move the item to a different Shelving Location.  
  1. Select whether to move all the items in the LHR to a new permanent location.  
  OR  
  2. Select whether to move all the items in the LHR or just the items matching the search results to a Temporary Shelving Location.  
  3. Select the new **Shelving Location**.  
  3. Click **Change**.  
  See [Change the location for multiple items](https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items) for more information. |
| Batch delete items          | If searching by the Barcode index, the option to batch delete items is available. |


Printed: Thu, 29 Dec 2022 20:07:24 GMT
delete barcodes is available.

1. Select **Barcode** from the Index drop-down.
2. Enter desired barcodes separated by a space into the **Term(s)** section.
3. Click **Search**.
4. Click the checkbox next to the search result(s) you wish to update.
5. From the Actions drop-down, select **Delete Barcodes**.

**Add a copy of an item to your holdings**

Click title to view the record and add copies. See

- *Edit single item*
- *Edit multiple items*
- *Manage serial issues*

for information on adding single items, multi-part items, and serials to your holdings.

**Create or edit local holdings records (LHRs)**

To partially edit an item's local holdings record, click its **title** and see *Create or edit local holdings records* for information on creating and editing LHRs for single items, multi-part items, and serials.

**Place a hold**

Click the item's **title** to view the record and place a hold. For details, see *Place hold*.

**Recall an item**

For details, see *Recall items*.

**Schedule an item**

Click the item's **title** to view the record and schedule the item. For details, see *Schedule items*.

**View the history of circulation transactions**

1. Click the item's **title**.
2. On the Copies screen, in the row for the item you want, click **View/Edit**.
3. On the Item Details screen, in the upper right corner, click **Transaction History**. For details, see *View item history*.

**View item details**

1. Click the item's **title**.
2. If the Details screen does not appear, in the upper right corner, click **Details**.
Temporary Items

Search results for **Temporary Items** are sorted by Title (A-Z) by default. Additional sort options include:

- Title (Z-A)
- Author (A-Z)
- Author (Z-A)

**Search results information for Temporary items**

- Title
- Author
- Format
- Publisher
- Item type
Take action on results

From the search results screen, you can:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort the search results</td>
<td>Select the Sort By drop-down to change how the results are sorted.</td>
</tr>
<tr>
<td>Place a hold</td>
<td>Click the item’s title to view the record and place a hold. For details, see Place hold.</td>
</tr>
<tr>
<td>Recall an item</td>
<td>For details, see Recall items.</td>
</tr>
<tr>
<td>Schedule an item</td>
<td>Click the item’s title to view the record and schedule the item. For details, see Schedule items.</td>
</tr>
</tbody>
</table>
| View item details  | | 1. Click the item’s title.  
|                    | 2. If the Details screen does not appear, in the upper right corner, click Details. |
| Edit the Item      | | 1. Click the item’s title.  
|                    | 2. Select Edit Item.  
|                    | 3. Make the necessary changes.  
|                    | 4. Click Save Edits.  
|                    | See Create temporary item for more information. |
| Display rows       | Select the Rows drop-down to change the number of rows per screen. The Rows control will appear automatically when there are more than 10 search results. |

Screen Navigation

The screen navigation links appear in the upper right corner after selecting a title from the search results. Options include: Reading Lists (if configured), Copies, Details, WorldCat Holdings, Holds, Schedules, and Issues.
<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Lists</td>
<td>If you have enabled the <a href="https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items">Talis Aspire reading list integration</a>, use the Reading Lists tab to see the detailed list of Talis reading lists with hyperlinks to view the list on the Talis platform.</td>
</tr>
<tr>
<td>Copies</td>
<td>For each copy, gives the branch or library name, shelving location, call number, barcode, and number of copies held. A subscription is considered a copy.</td>
</tr>
<tr>
<td>Details</td>
<td>Includes the title, author, format, language, place of publication, publisher, ISBN/ISSN, OCLC number, number of libraries owning item, and call number.</td>
</tr>
<tr>
<td>WorldCat Holdings</td>
<td>Displays WorldCat holdings for the item by All WorldCat Holdings, Holdings in My Region, or Holdings in My State. Select the LHR summary statement in the Holdings column to view LHRs registered by other libraries in WorldCat to see detailed information about holding locations, shared print retention commitments, serial or multi-part holdings, and lending and copying policies for interlibrary loan.</td>
</tr>
<tr>
<td></td>
<td>• If there are more than one LHRs for a particular record, a list will appear on a new page. Select the call number or barcode to open the LHR details dialog.</td>
</tr>
<tr>
<td></td>
<td>• Non-public notes (from $x subfields) are not visible.</td>
</tr>
<tr>
<td>Holds</td>
<td>Lists patrons requesting holds, their positions in the hold queue (if any), the date the hold was requested for, and the status of the item (available, on loan, on hold, in transit, etc.). Status includes a library location if appropriate; for example, when an item is in transit or ready for pickup.</td>
</tr>
<tr>
<td></td>
<td>See <a href="https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items">Place Hold</a> to request a hold</td>
</tr>
<tr>
<td></td>
<td>For information on recalling an item already checked out, see <a href="https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items">Recall items</a>.</td>
</tr>
<tr>
<td>Schedules</td>
<td>Lists the item's scheduled periods.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>(appears only in Circulation)</td>
<td>See <a href="https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Discover_Items">Schedule Item</a></td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<tbody>
<tr>
<td>(available for serials)</td>
<td></td>
</tr>
<tr>
<td>(default view for serials in Acquisition)</td>
<td></td>
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</tbody>
</table>