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 Records</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 a</td>
<td>• Keyword</td>
</tr>
<tr>
<td></td>
<td>WMS library with group</td>
<td>• OCLC Number</td>
</tr>
<tr>
<td></td>
<td>awareness</td>
<td>◦ Search up to 250 OCLC numbers. Use a space or comma (,) between each OCLC number to search.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Title</td>
</tr>
<tr>
<td>Local Holdings Records</td>
<td>• My LHRs</td>
<td>• Action Note</td>
</tr>
</tbody>
</table>

Printed: Fri, 17 Sep 2021 06:18:35 GMT
<table>
<thead>
<tr>
<th>DATA TYPE</th>
<th>SCOPE</th>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Barcode</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Bibliographic Control Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Branch/Shelving Location</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Additional fields to specify \textit{Branch and Shelving Location} appear.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Call Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Holdings Record Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lending Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• LHR Control Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MARC Organization Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• OCLC Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Search up to 250 OCLC numbers. Use a space or comma (,) between each OCLC number to search.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Private Note</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Public Note</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 \textit{Branch and Shelving Location} appear.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• My LHRs - Browse</td>
</tr>
<tr>
<td></td>
<td></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.
   - For a list of available authority files and indexes, see Record Manager: Authorities Guide.
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 appear below the Search button on the Discover Items area in the left panel. Click a search to...
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:

- Language of cataloging
- Format
- Year
- Author
- Language

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

Search results information for Bibliographic Records

- Author
- Copies ordered: Number of copies ordered, but not received
- Copies Owned
- Copies selected: Total number of copies in open orders
- Current Publication Frequency (serials only)
- Date of publication and/or sequential designation (serials only)
- Dewey Call Number
- Edition
- Language of cataloging
- Library of Congress Call Number
- ISBN/ISSN
- OCLC number
- Number of holds (if applicable)
- Physical description
- Publisher
- Series
- Source of cataloging
Take action on results
From the search results screen, you can:
<table>
<thead>
<tr>
<th>ACTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Add a copy of an item to your holdings          | 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. |
| 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. |
| Filter results with facets                      | Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and Language.  
  - To filter your results, click the **check box** next to the value(s) you want to apply. Results filter automatically.  
  - Click [Hide Facets](#) to remove the facets from view. |
| 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, |
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 for Local Holdings Records

- Call Number
- Barcode
- Shared Print
- Branch
- Shelving Location
- Lending Policy
- Bibliographic Record information
Take action on results
From the search results screen, you can:
**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.

   ![change branch image](https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Search_for_items)

   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/Search_for_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/Search_for_items) for more information.

**Batch delete items**

If searching by the Barcode index, the option to batch
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 <strong>Sort By</strong> drop-down to change how the results are sorted.</td>
</tr>
<tr>
<td>Place a hold</td>
<td>Click the item's <strong>title</strong> to view the record and place a hold. For details, see <a href="#">Place hold</a>.</td>
</tr>
<tr>
<td>Recall an item</td>
<td>For details, see <a href="#">Recall items</a>.</td>
</tr>
<tr>
<td>Schedule an item</td>
<td>Click the item's <strong>title</strong> to view the record and schedule the item. For details, see <a href="#">Schedule items</a>.</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: **Copies**, **Details**, **WorldCat Holdings**, **Holds**, **Schedules**, and **Issues**.

#### Screen Navigation sections - Table

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<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>(default view for Circulation)</td>
<td></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>(default view for Acquisitions)</td>
<td></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</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>(covers recall items already checked out)</td>
<td></td>
</tr>
<tr>
<td>Schedules</td>
<td>Lists the item's scheduled periods.</td>
</tr>
<tr>
<td>(appears only in Circulation)</td>
<td>See <a href="#">Schedule Item</a>.</td>
</tr>
<tr>
<td>Issues</td>
<td>Use the Issues screen to receive and manage issues from current subscriptions (copies). See <a href="#">Manage serial issues</a>.</td>
</tr>
<tr>
<td>(available for serials)</td>
<td></td>
</tr>
<tr>
<td>(default view for serials in Acquisition)</td>
<td></td>
</tr>
</tbody>
</table>

https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Search_for_items
Printed: Fri, 17 Sep 2021 06:18:35 GMT