Find information about using the advanced and expert search as well as setting your advanced search user preferences.

## Advanced search

Use the advanced search to perform a more in-depth search than the [Basic search](https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Basic_search) allows. You can combine up to five indexes and apply limits to retrieve a more precise set of search results.

1. On the left navigation, click **Discover Items**.
2. Click **Advanced Search**.
3. On the Advanced Search window, select the **Search Scope**:
   - Select **My Library Holdings** if you already have at least one copy of the item.
   - Select **My Group Holdings** to search for items held by any institution in your group. My Group Holdings is available only to WMS libraries with group aware.
   - Select **All WorldCat** if you do not own any copies of the item.
4. Select an **Index** from the list. For a list of all indexes, see [Indexes](https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Indexes).
5. Based on the index you selected, enter your **search terms** into the search field.
6. Optional. Enter up to five combinations of indexes and search terms:
   - Click the **Add button** (+) to add an index and the **Remove button** (−) to remove an index.
   - Select a **Boolean operator** (AND, OR, NOT) for each index that you add.
7. Fill out the remaining fields. See Advanced search settings below for details.
8. Click **Search**.

## Advanced search settings

This table describes all of the fields you can use on the Advanced Search window (you are not required to fill in all the fields):

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviated-level records only</td>
<td>Select the check box to search for bibliographic records in WorldCat with an encoding level of 3. For more information on encoding levels, see <a href="https://help.oclc.org/Library_Management/WorldShare_Circulation/Item_management/Abbreviated_level_cataloging_guidelines">Abbreviated-level cataloging guidelines</a> in Bibliographic Formats and Standards.</td>
</tr>
<tr>
<td>Format(s)</td>
<td>Select one or more formats from the list. Format is defined in the WorldCat record. For more information,</td>
</tr>
<tr>
<td>SETTING</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>see Material Type Names and Codes.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Languages(s)</th>
<th>Language of the item. Select one or more languages from the list.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language(s) of Cataloging</td>
<td>Language used for the description of the item. Select one or more languages from the list.</td>
</tr>
<tr>
<td>Reset</td>
<td>Click <strong>Reset</strong> to clear out all fields on the Advanced Search window. If you have Set your advanced search user preferences (see below), the search will reset to your default preferences.</td>
</tr>
<tr>
<td>Source of Cataloging</td>
<td>Select the source of cataloging from the list:</td>
</tr>
<tr>
<td>• Any</td>
<td>• DLC: Library of Congress</td>
</tr>
<tr>
<td>Year(s)</td>
<td>Limits a search by year. Enter a single year or a range.</td>
</tr>
</tbody>
</table>

**Set your advanced search user preferences**

If you frequently use the advanced search, you can set your preferences for the search scopes. When you set user preferences, the options you select will appear when you open the Advanced Search window.

1. On the left navigation, click **Discover Items**.
2. Click **Advanced Search**.
3. On the Advanced Search window, in the upper right corner, click the **User Preferences button** (🔍).
4. On the User Preference window, select the **Search Scope** you want to set your preferences for. You can set different preferences for each search scope.
5. Select the **Set as Default** check box to make the Search Scope the default.
6. Select one or more **Index(es)** for the search scope. These indexes will appear at the top of the Index(es) lists on the Advanced Search window.
7. Select the **Sorting Method**. The Sorting Method determines how your search results are listed.
8. Select one or more **Language(s) of Cataloging**.
9. Select a **Source of Cataloging**.
10. Click **Save**.
11. Click **Reset** to apply the default preferences you selected.
Expert search

Use the 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.

1. On the left navigation, click **Discover Items**.
2. From the first list, select a **search scope**. See [Look up item](#) for details.
   - Select **My Library Holdings** if you already have at least one copy of the item.
   - Select **My Group Holdings** to search for items held by any institution in your group. My Group Holdings is available only to WMS libraries with [group aware](#).
   - Select **All WorldCat** if you do not own any copies of the item.
3. From the second list, select any index other than OCLC Number. An expert search will not work if this index is selected.
4. In the search field, enter your expert search in this format: `[Index label][Search terms]`
   - 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.
5. Click **Search**.