Discover how to filter the display by format, language, latest circulation date, location, and publication date in WorldShare Collection Evaluation.

Note: By default, the WorldCat holdings are shown by publication date. If you want to view your library's WorldCat holdings by format, select **Format** from the Display By drop-down list.

Filter the display by how many times the item was circulated

1. In the Limits panel, select **Circulated # times in lifetime**.
2. Define the circulated # of times in lifetime limit.
   - If you select More than from the drop-down list, enter the **minimum number of times** that an item was circulated in its lifetime.
   - If you select Equals from the drop-down list, enter the **exact number of times** that an item was circulated in its lifetime.
   - If you select Less than from the drop-down list, enter the **maximum number of times** that an item was circulated in its lifetime.
3. Click **Apply**.

Filter using Format limit

1. In the Limits panel, select **Format**.
2. Click **Add Format**.
3. Select **one or more material format types** from the Select Format(s) window.
4. Click **OK**.
5. Click **Apply**.

Material format types

<table>
<thead>
<tr>
<th>FORMAT NAME</th>
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<tbody>
<tr>
<td>Archival Materials</td>
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<tr>
<td>Downloadable Archival Materials</td>
<td>Archival Material</td>
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<tr>
<td>Physical Archival Materials</td>
<td>Archival Material</td>
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<tr>
<td>Articles</td>
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<td>Article</td>
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<td><strong>Audiobooks</strong></td>
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<tr>
<td>Cassette</td>
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<tr>
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<tr>
<td>eAudioBook</td>
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<tr>
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<td>Video Games</td>
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<td>Downloadable Musical Scores</td>
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https://help.oclc.org/Library_Management/WorldShare_Collection_Evaluation/My_Library/Filter
Printed: Fri, 04 Mar 2022 21:40:36 GMT
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<td>Visual Material</td>
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<tr>
<td>Format Undefined</td>
<td>Format Undefined</td>
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**Filter using the Language limit**

1. In the Limits panel, select **Language**.
2. Click **Add Language**.
3. Select **one or more languages** from the Select Language(s) window.
4. Click **OK**.
5. Click **Apply**.

**Filter using the Latest Circulation Date limit**

1. In the Limits panel, select **Latest Circulation Date**.
2. Define the latest circulation date limit.
   - If you select Between from the drop-down list, enter a **year** in both the beginning and ending date text fields to define the date range when you want the latest circulation date to occur.
   - If you select Greater than from the drop-down list, enter the **year** that you want all latest circulation dates to come after.
   - If you select Less than from the drop-down list, enter the **year** that you want all latest circulation dates to come before.
3. **(Optional)** If you want to add another latest circulation date limit, click **Additional "Latest Circulation Date"** and repeat step 4.
4. Click **Apply**.

**Filter using the Location limit**

The location is determined by 852 $b and $c in your Local Holdings Records (LHR).

1. In the Limits panel, select **Location**.
2. Click **Add Location Parameter**.
3. Select **one or more locations** from the Select Location(s) window.
4. Click **OK**.
5. Click **Apply**.

**Filter using the Publication Date limit**

1. In the Limits panel, select **Publication Date**.
2. Define the publication date limit.
   - If you select **Between** from the drop-down list, enter a **year** in both the beginning and ending date text fields to define the date range when you want the publication date to occur.
   - If you select **Greater than** from the drop-down list, enter the **year** that you want all publication dates to come after.
   - If you select **Less than** from the drop-down list, enter the **year** that you want all publication dates to come before.
3. **(Optional)** If you want to add another publication date limit, click **Additional Publication Date Parameter** and repeat step 4.
4. Click **Apply**.