Set search preferences

Set preferences to better control which search options are selected by default when you log into WorldShare and access the Circulation module. Most preferences can be overridden as you search.

Preferences will only apply to your user account.

Note: For information about searching, see Search for items.

Set search preferences for advanced searches

1. In the left navigation, click Preferences.
2. From the Preferences panel, click Searching - Advanced.
3. For Language(s) of Cataloging, select the language(s) used for the description of the item.
4. For Source of Cataloging, select the code used to designate the institution that is primarily responsible for the content of the catalog record.
   - Any (default)
   - DLC (Library of Congress)
5. For Search Scope(s) for Bibliographic Records:
   - Select which search scopes appear in the Scope drop-down list. By default, all search scopes are selected.
     - To disable a search scope, deselect it in the Display column.
   - Select the default search scope.
     - All WorldCat (default)
     - My Library Holdings
     - My Group Holdings (default for libraries who are group aware)
   - Determine the order in which the search scopes appear in the Scope drop-down list.
     - Click the up arrow to move a search scope up and the down arrow to move a search scope down in the list.
6. For the first enabled search scope, click the search scope name and then select the following:
   - For Default Sorting Method, select how your search results are sorted.
     - Available default sorting methods

   - For Index Display Order:
     - Select which indexes appear in the Index drop-down list. By default, all indexes are selected.
       - To disable an index, deselect it in the Display column.
Set search preferences for basic searches

1. In the left navigation, click Preferences.
2. From the Preferences panel, click Searching - Basic.

Note: After setting preferences in Data Type Options, Bibliographic Records, Local Bibliographic Data Records, and Local Holdings Records, click Reset Form to restore original default settings.

Set data type preferences

1. Click Data Type Options.
2. Select which data types appear in the Data Type drop-down list. By default, all data types are selected.
   ◦ To disable a data type, deselect it in the Display column.
3. Select the default data type by enabling the Default radio button for the data type. By default, Bibliographic Record is selected.
4. Determine the order in which the data types appear in the Data Type drop-down list.
   ◦ Click the up arrow to move a data type up and the down arrow to move a data type down in the list.
5. Click Save.

Set bibliographic record preferences

1. Click the Bibliographic Records tab.
2. For Search Scope(s) for Bibliographic Records:
   ◦ Select which search scopes appear in the Scope drop-down list. By default, all search scopes are selected.
     ◦ To disable a search scope, deselect it in the Display column.
   ◦ Select the default search scope by enabling the Default radio button for the search scope. By default, My Library Holdings is selected.
   ◦ Determine the order in which the search scopes appear in the Scope drop-down list.
     ◦ Click the up arrow to move a search scope up and the down arrow to move a search scope down in the list.
3. For the first enabled search scope, click the search scope name and then select the following:
   ◦ For Default Sorting Method, select how your search results are sorted.
   ◦ For Index Display Order:
     ◦ Select which indexes appear in the Index drop-down list. By default, all indexes are selected.
To disable an index, deselect it in the Display column.

- Select the default index by enabling the Default radio button for the index. By default, the following indexes are selected:
  - All WorldCat: Keyword
  - My Library Holdings: Keyword
  - My Group Holdings: Keyword

- Determine the order in which the indexes appear in the Index drop-down list.
  - Click the **up arrow** to move an index up and the **down arrow** to move an index down in the list.

- Click **Back to Search Scopes** and **repeat steps 1-3** for the remaining search scope.

4. Click **Save**.

### Set local holdings record preferences

1. Click the **Local Holdings Records** tab.
2. For Display Information in Search Results:
   - Select preferences to control if LHR shared print and/or interlibrary loan (ILL) lending policy information display in LHR search results.
   - Enable or disable the display of both the related column and filter. By default, all options are selected.
     - **Shared Print**
       - Disable the Shared Print display option if your library does not record shared print commitments in WorldCat.
     - **Lending Policy**
       - Student workers or other non-ILL staff may disable the Lending Policy display option to avoid confusion with circulation loan policy.
3. For Search Scope(s) for Local Holdings Records:
   - Select which **search scopes** appear in the Scope drop-down list. By default, all search scopes are selected.
     - To disable a search scope, deselect it in the Display column.
   - Select the default search scope.
     - **My LHRs (default)**
     - **My LHRs - Browse**
   - Determine the order in which the search scopes appear in the Scope drop-down list.
     - Click the **up arrow** to move a search scope up and the **down arrow** to move a search scope down in the list.
4. Click **My LHRs**. For Index Display Order:
   - Select which **indexes** appear in the Index drop-down list. By default, all indexes are selected.
     - To disable an index, deselect it in the Display column.
   - Select the default index by enabling the Default radio button for the index. By default, the Call Number index is selected.
   - Determine the order in which the indexes appear in the Index drop-down list.
     - Click the **up arrow** to move an index up and the **down arrow** to move an index down in the list.
5. Click **Save**.

**Set temporary items preferences**

The **Temporary Items** tab will show All search scopes for temporary items and will display by default. Title is the default index.