Find an overview of the interface and the features available on the authority records, bibliographic records, local bibliographic data records (LBD), and local holdings records (LHRs) search results screens in WorldShare Record Manager.

The image below is an example of the search results screen. After you search for a record (using any of the search methods - Basic, Advanced, or Expert), any search results matching the terms you entered will display. From the search results screen, you can perform different actions using the sections described below.

**Authority records**

Authority records - 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.
- Click on an **Edit** to return to the record view.
  
  - If you make any changes to the record, an unsaved tab (●) opens to identify a changed record.
- 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 remove an unsaved record, click the orange circle (●). You will be prompted to:
2. 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**.

3. Search results

The search results table contains the following columns:

• **Name** - The name of the authority and its associated See (4xx) and See Also (5xx) references.
  ◦ Click the **name** of an authority to view the authority file record.
  ◦ See and See Also references are displayed as links if they lead to an authority record. Click the **link** to open the authority record in the MARC editor.

• **Field** - The field in which the authority appears.

• **Description** - Lists information about personal, corporate/conference, or geographic names.

4. 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.
Bibliographic records

Bibliographic records - 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.
- Click on an Edit to return to the record view.
  - If you make any changes to the record, an unsaved tab (●) opens to identify a changed record.
- 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 remove an unsaved record, click the orange circle (●). You will be prompted to:
  - Close without saving your changes
  - Cancel the close and save your changes
- 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. 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. 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.
  - **Relevance (default)** - lists records by the most recent modified date
  - **Author (A-Z)** - lists records alphabetically by the last name of the author
  - **Title (A-Z)** - lists records alphabetically by the title of the item
  - **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

5. 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
  - Physical description

6. 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.

### 7. (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 ***libraries hold this item*** to view other libraries who hold an item from the search results list.
  ◦ From the WorldCat Holdings screen, you can view holdings using the following tabs:
    • **All WorldCat Holdings**
    • **Holdings in My Region**
    • **Holdings in My State**
  ◦ Each tab contains the following columns:
    • **Symbol** - The OCLC symbol for the institution. You can sort this column alphabetically (A-Z, Z-A).
    • **Library** - The name of the institution. You can sort this column alphabetically (A-Z, Z-A).
    • **Location** - The location of the institution. For institutions inside the United States, the location is identified as state, country (e.g., OH, US). For institutions outside of the United States, the location is identified as continent, country (e.g., EU, DE).
    • **Supplier** - Indicates whether or not the institution is an ILL supplier.

### 8. Edit Record / Derive Record

• Click **Edit** to open an existing record for editing.

• Click **Derive** to create a new record from an existing record.
Local bibliographic data records

Local bibliographic data records - 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.
- Click on an **Edit** to return to the record view.
  - If you make any changes to the record, an unsaved tab (pearance) opens to identify a changed record.
- 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 remove an unsaved record, click the orange circle (pearance). You will be prompted to:
  - Close without saving your changes
  - Cancel the close and save your changes
- To close all searches, click **Close All Tabs**.

2. 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**.

3. Search results

The search results table contains the following columns:
• **LBD** - Displays the following information about the LBD:
  ◦ **Control Number** - The control number associated with the existing record. This number is system-supplied for all new LBDs.
    ▪ Click the **Control Number** in the Local Bibliographic Data Information column to open a read-only view of the LBD record.
  ◦ **LSN** - The unique, persistent local system bibliographic number (LSN) of the bibliographic record for which the LBD was created. If left blank, the system will generate this number in the following format: `System.Supplied@yyyy-mm-dd, hh:mm:ss`.

• **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.

4. **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.

### Local holdings records

#### 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.
- Click on an Edit to return to the record view.
  - If you make any changes to the record, an unsaved tab (●) opens to identify a changed record.
- 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 remove an unsaved record, click the orange circle (●). You will be prompted to:
  - Close without saving your changes
  - Cancel the close and save your changes
- To close all searches, click Close All Tabs.

2. Filter results

You can filter your local holdings record search results by applying up to five filters.

- 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
  - Shared Print
  - 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.
• **LHR Details** - Displays the ILL status, holding library, and shelving location 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 appear at the top and bottom of the results list.

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